

Administrative Officer

Job Title	Administrative Officer
Grade	Range 2 (Bucks Pay) - Grade C/D (NJC - MK)
Reports to	Headteacher
Liaison with	The ODBST Shared Services Teams (Finance, HR, ICT, Estates, GDPR, Compliance)
Job Purpose	To provide high-quality administrative, organisational, and day-to-day operational support to ensure the smooth running of the school. The postholder is the primary on-site administrative contact and key link between the school and central operational teams. This role focuses on day-to-day delivery, coordination, communication, and effective administration. It involves working closely with the Headteacher and central Finance, HR, and Operations teams.
Duties	<u>Administration</u> • Co-ordinate day-to-day administrative operations for the school, including calendars, communications, and filing systems. • Provide front-of-house reception services and ensure visitor safeguarding protocols are followed. • Support pupil attendance, admissions, in-year transfers, and provide administrative support as directed by the Headteacher. • Maintain accurate MIS records (Bromcom) for pupils. • Support the HR partner with preparation of the school census, workforce census, and attendance returns for Headteacher/Trust review. • Assist with keeping the school website up to date as directed by the Headteacher and Operations Coordinator, ensuring documents are current, and accessible. • Act as primary point of contact for parent and carer enquiries, providing professional and timely responses. • Support the planning and administration of school events, tests, trips, and parents' evenings, as well as general school marketing as directed by the Headteacher. • Take meeting notes for the Headteacher as required. <u>Operations</u> • Report urgent health and safety hazards to the relevant person in a timely manner. • Report data breaches, FOI and SAR requests to the Operations Coordinator and support the administrative process of responding to them. • Ensure day-to-day GDPR compliance in all school administrative functions and provide support to the Operations team when required. • Support the input of data into Smartlog or other Trust systems where required. • Act as a trained Fire Marshal, supporting the school's emergency procedures. • Support inspections and audits as required (managed centrally by the Trust) • Uphold safeguarding, GDPR, Health & Safety, and equalities requirements in all administrative work. • Deliver First Aid where trained and support the administration of medical needs, medicines records, and risk assessments where required. • Support the Operations team and site staff in maintaining the school asset register. • Administration of volunteers (and contractors in emergency situations) on site. • Support the administration of school clubs and lettings, including communication with providers and parents and tracking participation where required.

	<u>Finance</u> • Oversee stock management and ordering of resources. Raise purchase orders on iplicit (accounting system) and order resources once authorised. Ensure goods received notes are raised on iplicit when the goods are received. • Support administrative processes for payroll updates under the direction of the Operations, HR, or Finance teams. (eg processing overtime forms and expenses) • Oversee parent/carers payments for trips, clubs, and events, maintaining accurate records. • Prepare and send communications regarding any outstanding payments.
	<u>HR</u> • Assist with onboarding new staff such as providing induction materials, collecting required documentation, in liaison with Central HR • Maintain personnel files in line with HR requirements. • Add staff to or update the Single Central Record (SCR). • Support the HR partner with staff induction. • Support staff training compliance by booking courses, updating training records in Smartlog, and monitoring completion where required. • Record and maintain accurate staff and pupil absence records. • Support with safer recruitment checks, including volunteers with HR partner oversight. • Coordinate supply cover and administration including insurance claims.
General	• Support the collection of data as required. • Participate in performance and development review processes, identifying learning and training opportunities. • Comply with health & safety responsibilities in the workplace. • Ensure all duties align with the school's Equal Opportunities Policy • Commit to safeguarding and promoting the welfare of children and young people. • The duties above are not exhaustive; the postholder may be required to carry out additional tasks as appropriate to the role at the particular school and grade.

The duties outlined above are not intended to be exhaustive. The postholder may be required to undertake other duties commensurate with the grade and nature of the role, as reasonably directed by the Headteacher or Trust.

Person Specification

General Heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience in school administration or office management; Knowledge of school procedures and systems; Experience supporting basic HR, finance, and compliance tasks
	Knowledge of relevant policies and procedures	Understanding of school policies, safeguarding, GDPR, health & safety, and trust procedures
	Numeracy	Ability to manage basic financial records, process invoices, and maintain attendance/HR data accurately
	Technology	Proficient in MIS systems (Bromcom), Microsoft Office, email systems, and HR/finance software

	Written	Ability to draft letters, reports, newsletters, and administrative documents clearly
Communication	Verbal	Communicate effectively with staff, parents, pupils, and external partners
	Languages	Convey information clearly and professionally to a range of audiences
	Behaviour Management	Support school behaviour procedures as needed and follow safeguarding protocols
Working with children	Health & Wellbeing	Understand the importance of pupil and staff wellbeing; Support pastoral and SEND processes
	Working with partners	Work collaboratively with school leaders, central teams, and external stakeholders
Working with others	Relationships	Build positive relationships with staff, pupils, and parents; Ability to work constructively with multiple teams
	Teamwork	Contribute to a cohesive school office team and support colleagues across functions
	Information	Maintain accurate records, protect sensitive data, and ensure GDPR compliance
	Personal attributes	Flexible and willing to learn new skills with the ability to work independently. Ability to work within the values of the ODBST. A positive outlook with the energy, drive, enthusiasm and determination to succeed
	Organisational skills	Plan and prioritise daily administration, events, and deadlines effectively
Responsibilities	Time Management	Manage multiple administrative tasks efficiently, meet deadlines, and support school operations
	Creativity	Suggest improvements for office processes and communications
General	Equalities	Ensure fair treatment and equal opportunities in administrative processes
	Health & Safety	Maintain safe office procedures and support school H&S policies
	Child Protection	Understand and comply with safeguarding requirements and reporting procedures
	Confidentiality/Data Protection	Handle pupil, staff, and HR data securely; Follow GDPR and trust guidance
	CPD	Commit to ongoing development and apply new skills in school administrative practices