

## About the Role

Parkside Community Primary School is a one-form entry school (with two classes in Year 5), proudly serving the Borehamwood community. We were rated '**Good**' by Ofsted in February 2020, and our most recent short inspection in March 2025 confirmed that we continue to maintain these high standards.

At Parkside, we are committed to building an inclusive and ambitious school where every child is valued, supported, and inspired to achieve their very best. Our motto, "*Nurturing and inspiring young minds towards a bright future,*" is at the heart of everything we do.

As an Office Administrator at Parkside Community Primary School, you will play a vital role in ensuring the smooth and efficient running of the school office and its administrative functions. You will be the first point of contact for parents, visitors, and staff, providing a professional and welcoming reception that reflects our school's commitment to nurturing and inspiring young minds toward a bright future.

Your responsibilities will include managing both manual and computerised administrative systems, supporting the organisation of school events such as trips and parents' evenings and assisting with pupil admissions and attendance monitoring. You will also support the administrative needs of staff and the governing board, ensuring timely communication and effective record-keeping in line with data protection and safeguarding policies.

This role requires strong organisational skills, attention to detail, and the ability to handle multiple tasks efficiently. You will collaborate closely with the wider school team to maintain a positive, safe, and well-organised environment that supports the educational and personal development of all pupils.

Your contribution will be central to the effective operation of the school office, helping to create a supportive and professional atmosphere that enables staff to focus on delivering high-quality teaching and learning.

### **As an Office Administrator you will:**

- Ensure the smooth and efficient running of the school office and all administrative systems.
- Assist with the financial administration of the school, ensuring all relevant paperwork is completed accurately and uploaded promptly to support the processing of payments, wider financial procedures, and any other financial administration required within the school.
- Act as the first point of contact for parents, visitors, and staff, providing a professional and welcoming reception.
- Manage manual and electronic record-keeping systems accurately and securely.

- Assist with organising school events.
- Support the attendance officer in managing the admissions process, including managing waiting lists and pupil induction.
- Manage the school's email inbox, ensuring timely responses and correct forwarding of communications.
- Order, monitor, and manage office and school stock, ensuring best value and adherence to purchasing procedures.
- Operate and maintain office equipment such as printers and photocopiers.
- Provide administrative support to staff and the governing board, including booking training courses.
- Assist with financial administration, including processing payments and maintaining records.
- Maintain compliance with data protection, safeguarding, and health and safety policies.
- Support marketing and communication efforts by updating newsletters, letters, and social media posts.
- Control access to the school, ensuring visitor sign-in and safeguarding protocols are followed.
- Contribute to maintaining a tidy, organised, and professional office environment.
- Undertake relevant training to develop skills and knowledge in the role.
- Work collaboratively with colleagues to support the school's vision and values.

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## Why Join Parkside?

- A committed, friendly and hardworking team of staff and governors
- A strong culture of collaboration and professional development
- Opportunities to make a meaningful impact on the lives of our pupils and families
- A school community that values wellbeing, inclusion and high expectations for all
- Enthusiastic, caring children who are eager to learn and proud of their school

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**Next Steps:** We are keen to make a successful appointment and may interview suitable candidates before the closing date. Early applications are therefore strongly encouraged.