

JOB DESCRIPTION

JOB TITLE:	School Office and Administration Manager
REPORTS TO:	Attendance and Administration Manager
SALARY:	Scale 6
HOURS:	40 hours (term-time only plus INSET days) 8:00am - 4:30pm Monday to Friday
DATE:	June 2026

Purpose of the job

To ensure that the school's core administration functions, including reception, medical welfare, reprographics and general school administration are highly efficient and effective. This role involves managing the performance of the team responsible for these functions, and providing hands-on cover as daily workload dictates.

Main duties and key responsibilities

Office management

- Ensure appropriate resourcing and efficient balancing of demands across all administrative areas (attendance, admissions, main school reception, medical welfare, reprographics and general administration). This includes prioritising workload, designing effective structures, and flexibly moving staff to meet varying demands.
- Oversee and ensure accurate and up-to-date record-keeping for all school functions, ensuring compliance with data protection regulations and efficient use of relevant school management systems.
- Develop and implement innovative procedures to manage the shifting demands of the school environment.
- Be responsible for the line management and performance of the office team.
- Ensure all administrative staff are adequately trained and interchangeable across all school office functions to provide seamless cover.

The school office and administration manager is expected to provide management and hands-on support for the key areas listed below.

Reception/administration

- Maintain a welcoming and secure 'front of house' for all school visitors, upholding responsibilities as the first line of safeguarding.
- Ensure the reception office and visitor waiting area remain tidy and presentable.
- Manage the student reception window, including lost property.
- Provide reception cover as required.
- Oversee the school mailbox and appropriately manage outgoing/incoming communications on behalf of the school.
- Supporting trip leaders with event administration, including creating and distributing letters.
- Support the Attendance and Administration Manager if required

Medical welfare

- Ensure appropriate medical welfare support is provided to students, including those feeling unwell or with short/long-term medical conditions requiring medication. This involves contacting parents when necessary and maintaining accurate records.
- Ensure all office staff are trained to cover the medical welfare function and are aware of current procedures and practices.
- Maintain student medical information and data within the school's MIS and update student's records in accordance with their needs.
- Ensure all relevant students have an up-to-date care plan and appropriate staff are informed.
- Securely store and accurately administer medication as documented in a student's IHP or medical form and ensure stored medicines are in date and sufficient, contacting parents if not.
- Maintain up-to-date registers of students with medical conditions and inform relevant staff of changes.

- Ensure parent/guardian consent is obtained for use of emergency inhalers in school for students on the Asthma register.
- Comply with 'Asthma friendly' school status, including fulfilling annual audits and act as the appointed 'Asthma Champion'.
- Ensure medical information posters throughout the building and registers in staff rooms are current.
- Maintain confidentiality of all medical information.
- Liaise with staff, parents, and medical professionals to ensure staff are aware of medical information and needs changes.
- Ensure parents of children with diagnosed medical conditions (including new students) are aware of school policies and that student medical needs are met within the school environment (e.g., correct care plans, medication brought to school).
- Highlight to the appropriate Senior Leadership Team member (student welfare) where a care plan requires care not currently included in school policy.
- Spot check students for emergency medications and follow up with parents if not present.
- Maintain and order first aid supplies within budgetary constraints, including kits for school trips.
- Ensure first aid cover is provided by a school first aider for off-site school events.
- Assist the school in an emergency as required, including locating staff, contacting emergency services, and completing documentation.
- Report accidents in line with school health and safety procedures, informing parents of accidents and injuries.
- Record all accident and illness (visits to welfare) events promptly in the online Evolve system.
- Advise parents/staff and students on contagious infections/illnesses, keeping a log of outbreaks in line with Health Protection Agency guidelines.
- Undertake relevant training in medical conditions and first aid.
- Liaise with teams for school training, routine vaccinations, and annual medical condition training (e.g., Asthma, Diabetes, Epilepsy). Maintain an up-to-date record of such training.
- Ensure the medical welfare room is kept to an acceptable hygiene standard.
- Draw up medical lists for school trips and ensure medical bags/medication are ready.
- Liaise with trip leaders to ensure accompanying staff have necessary training for students with medical conditions, particularly for residential trips.
- Hold an up-to-date record of staff medical training (including First Aid at Work), alert staff when refresher training is required and arrange suitable training sessions.
- Immediately report any safeguarding concerns to the safeguarding team.
- Contact parents if a student presents with an injury that occurred outside of school.

Reprographics

- Ordering supplies and equipment on behalf of the reprographics department within budgetary constraints to ensure continuous service.
- Approval of invoices and service contracts within the school finance system.

Professional development and compliance

- Actively participate in regular meetings (including with line managers), relevant training sessions, and school events as required, demonstrating a commitment to continuous professional development.
- Uphold and promote the school's commitment to safeguarding and child protection, ensuring awareness of and compliance with all relevant policies and procedures (including health and safety, security, and confidentiality), and reporting any concerns immediately.
- Contribute to the review and development of school policies and procedures to ensure compliance with statutory requirements and best practice.
- Uphold and promote the values of the academy and support students in developing these values and behaviours.

Health and Safety

1. To be familiar with the school's policies that refer specifically to health and safety regulations and implement it as applicable within the department
2. To ensure that health and safety policies and practices, including risk assessments, throughout the department are in line with national requirements and updated where necessary
3. To have regard to health and safety across the school in all aspects of work, in line with the school's policies and keep up to date with all relevant policies and risk assessments

These duties may be modified by the Headteacher, with agreement, to reflect or anticipate changes in the job.

Other duties and responsibilities

Any other duties commensurate with the general level of responsibility of the post that the Headteacher may from time to time ask the post-holder to perform.

Ruislip High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Signed: _____

Post holder

Dated: _____

Signed: _____

Line manager

Dated: _____