



Admin Officer – King's Academy College Park

Job Description & Person Specification

JOB PURPOSE

To support the day to day running of the main school office under the direction of the Office Manager. To answer the telephone, receive visitors to the school, answer routine queries and provide general administrative duties to assist the Office Manager with the smooth running of the main school office.

MAIN DUTIES

- To greet all visitors to the main school office and answer their enquiry in a friendly and timely manner
- To answer and direct telephone enquiries to the appropriate person
- Report staff absences to the relevant members of staff in a timely manner
- Support the Admin Assistants with management of the main school email inbox
- Distributing messages from parents/carers to members of staff using the appropriate channels and in a timely manner
- To maintain confidentiality at all times and ensure that security procedures are upheld eg issuing of the appropriate visitor badges, a check of DBS documentation (where necessary) and arranging for visitors to be accompanied whilst on site (if applicable)
- Assist the SEN department with administration support on a scheduled basis
- Assist the Office Manager with administration of school systems
- Arrange school nurse clinics on a termly basis
- To undertake responsibility for clubs register administration
- To action absence calls and voicemails, inputting them into the relevant system
- Receiving deliveries and informing Finance and the Site team in a timely manner
- To send messages and letters out to parents
- Process changes to pupil details via our MIS
- Provide administrative support to the Office Manager as and when required
- Be willing to undertake first aid training to administer first aid and medication when required
- Attend meetings and training sessions as required

SAFEGUARDING

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the academy Child Protection Policy, Safeguarding policy and Code of Conduct
- Ensure all issues relating to pupils are reported immediately to the delegated members of staff
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements

HEALTH, SAFETY & SECURITY

- Ensure a personal awareness of and compliance with, policies and procedures related to health, safety and security, confidentiality and data protection
- Ensure concerns are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices

EQUITY, DIVERSITY & INCLUSIVITY

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity

To be a team player and be prepared to undertake the work of another team member in their absence under the relevant instruction and supervision.

Be prepared to undertake any other duties at the discretion of the Office Manager or Headteacher to assist in the smooth running of the school.

Person Specification – Admin Officer

Category	Essential	Desirable
Experience	Ability to work effectively in a busy office environment, managing competing priorities and frequent interruptions whilst maintaining accuracy and professionalism.	Previous experience in an administrative or office-based role, ideally within an educational setting.
Qualifications	Commitment to safeguarding, school policies, and promoting the welfare of children and young people.	First Aid qualification.
Skills and Abilities	Excellent verbal and written communication skills.	Experience using school management or administrative systems.
	Strong organisational and time management skills, with the ability to prioritise workload effectively.	
	High level of accuracy and attention to detail.	
	Ability to remain calm, professional, and composed in a fast-paced environment.	

	Strong interpersonal and customer service skills.	
IT / Systems	Competent in the use of standard office equipment, including telephone systems, photocopiers, and computers.	Confidence in adapting quickly to new or school-specific software systems.
Personal Attributes	Polite, courteous, and professional manner at all times.	Experience in a customer-facing role.
	Reliable, punctual, and well-presented.	
	Team player with a proactive and flexible approach to work.	
	Able to manage interruptions effectively while maintaining focus and productivity.	
	Commitment to supporting a positive, welcoming environment for staff, students, and visitors.	