



Elmlea Schools
 The Dell
 Westbury on Trym
 Bristol,
 BS9 3UF

Job Title:	Office Administrator
Post holder	
Responsible to:	Office Manager
Responsible for:	N/A
Scale:	BG6

*Your contract of employment is directly with Russell Education Trust ("the Trust").
 Your main place of work will be Elmlea Schools, being part of the Trust*

*This school is committed to safeguarding and promoting the welfare
 of children and young people and requires all staff to share this commitment.*

Job Description

Main purpose of the role

To support the smooth running of the school by delivering an efficient and effective administration service.

To support the aims and ethos of the school by playing a positive role in the whole staff team for the benefit of the children and others working in the school and in partnership with parents.

Key duties and responsibilities

Administration

- Providing a professional, friendly and efficient first point of contact for parents, pupils, staff, visitors, volunteers and contractors, dealing and responding to enquiries received.
- Undertake a wide range of administrative support to ensure efficient and effective delivery of services, ensuring confidentiality at all times.
- Collate and provide information including database and statistical information accurately and in a timely manner.
- Files and filing systems are set-up, maintained and information is swiftly retrieved from them. School records are archived in line with the school retention policy and procedures.

Attendance

- First day contact with parents/carers.
- Follow school policy and procedures for safeguarding and missing children.

Communications

- Prepare and circulate regular communication to parents/carers to ensure that communication with parents/carers is regular and accurate.

School Activities and Events

- Provide full administrative support for school activities and events.
- Co-ordination of the events including all related bookings.
- Liaising with staff and external providers to ensure all arrangements are in place including where applicable



Email: info@elmleaschools.org.uk
 Junior Tel: 0117 377 2266
 Infant Tel: 0117 377 2352



risk assessments.

- Co-ordination of parental communications and payments.

First Aid and Administration of medication

- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Ensure that any incident and/or treatment given is recorded on the appropriate form, reporting immediately to the Business Team all incidents requiring the attendance of a pupil, members of staff or visitor/contractor at hospital.
- Arranging for all spillages of body fluids to be cleaned up promptly.
- Administration of medication in line with school policy and procedure.

School Lettings and Clubs

- Provide the administrative support with lessors and external club leaders.
- Provide support for internal clubs too.
- Ensure rooms are booked and moved when where necessary when we have a school event.

GENERAL

- This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.
- This job description sets out the key outcomes required, it does not specify in details the activities required to achieve them.
- To undertake any duty or responsibility that the school asks relevant to the business needs of the school needs as required and are commensurate with the grade.
- It is expected that the post holder would exercise initiative and would follow instructions without needing to be told in detail how to do the job or to require direct supervision in completing tasks which achieve the job outcomes.

Contribute to the ethos and aims of the School

- To be aware of, read and understand the school's policies in particular Whistleblowing, Safeguarding, at all times that the duties of the post are carried out in accordance with school policies.
- To undertake duties in compliance with the School's Core Values and Code of Conduct and in accordance with current legislation.
- To ensure compliance with all Health and Safety legislation, risk assessments and associated codes of practice and policies. All employees have a responsibility for their own safety and must not endanger that of colleagues, pupils, visitors in the workplace.
- To ensure compliance with the General Data Protection Regulations.
- To review and develop working practice by developing and maintaining effectiveness as a member of the school staff through taking responsibility for own continuing professional development.
- To work effectively with both teaching and support staff.
- The Governing body is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment.
- A satisfactory DBS check and suitable references are required

Working relationships and contacts

- To develop and maintain positive working relationships with other professionals.
- To liaise with parents, local authorities, external agencies and suppliers as well as members of the public to provide information and to answer queries and uphold the reputation of the school.

Fulfil wider professional responsibilities:

- Make a positive contribution to the wider life and ethos of the school
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- Take responsibility for improving services through appropriate professional development, responding to advice and feedback from colleagues

<ul style="list-style-type: none"> Communicate effectively with parents. 			
Additional Information			
Probation	This post is subject to a 4-month probation period.		
Pension	Postholders are automatically enrolled into the Local Government Pension Scheme. The school pays a contribution into the pension scheme, this is an additional remuneration benefit.		
Confidentiality	Some of the work undertaken within the school is of a highly confidential nature. The postholder must at all times maintain confidentiality and work within the school's data protection procedures.		
Annual Appraisal	All staff undergo an annual appraisal as part of performance management.		
Person Specification			
Criteria		Essential (E) Desirable (D)	Method of Assessment
Qualifications* (*Prior to appointment copies of qualifications will be requested)	Minimum of 5 GCSE Grade C or above or equivalent including Maths and English	E	AF
	Competency equivalent to NVQ Level 4 in Business or Administration	D	AF
	First Aid Qualification	D	AF
Knowledge and Experience	Excellent IT Skills including a good working knowledge of Word, Excel and Databases.	E	Ass
	Experience of SIMS (Schools Information Management System)	D	AF
	Experience of Parental Communication System e.g. Parent Pay, Parent Mail, Tucasi	D	AF
	Experience of working in a school setting	D	AF
Abilities and Aptitudes	Excellent communication skills, both verbally and textual to promote and develop effective working with parents, pupils and colleagues	E	IV/Ass
	Ability to organise and prioritise work, and to adhere to deadlines and targets	E	IV
	Ability to carry out duties without supervision	E	IV/Ass
	The ability to contribute effectively to the workload and responsibilities of a team	E	IV
	Ability to work on own initiative including recognition of when and how to refer issues elsewhere for effective resolution	E	IV
Special Conditions Post is subject to Child Protection Legislation and Enhanced DBS check		Application Form (AF) Interview (IV) Assessment (Ass)	
DECLARATION I confirm that I have read and understood the terms outlined in this document.		Date of JD April 2025	
Name of Postholder			
Signed		Date:	
Line Manager			
Signed		Date:	

