



Role: The Lanes Primary School, Office Administrator
Location: The Lanes Primary School, Cator Lane, Chilwell, NG9 4BB
Salary: Grade 3, Scale Points 5 to 7 (pro rata)
Hours: 22.5 hours per week, (8.30am – 1.00pm) term time only

GENERAL INFORMATION

The following information is provided to assist staff joining the White Hills Park Trust to understand and appreciate the work, content of the post and the role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

Purpose:

As a member of The Lanes primary school, you will work collaboratively with colleagues in the school, across the Trust and external partners, to ensure the effective and efficient provision of administrative and business support to the school. You will work under the direct instruction of the School Business Manager and Operations Manager.

Reporting to:

- Headteacher, with line management through the School Business Manager.

To co-operate with:

- All colleagues in all teams
- Children in all key stages
- Parents, carers, and the local community

Disclosure:

- Clear and current Enhanced DBS check

Core duties and key responsibilities:

- Undertake reception duties, welcoming visitors, answering general telephone/face to face enquiries and signing in visitors.
- Assist with pupil welfare duties, receive and sign in medication and issue medication (where necessary)
- Liaising with parents/carers, staff, governors and other stakeholders
- Assist in arrangements for school trips and events

Finance Support

- Check deliveries, contacting the supplier with any irregularities and or damaged goods

- To process purchase orders accurately and in accordance with agreed authorisation processes
- To verify invoices, checking against purchase orders and goods received notes
- To deal with queries from suppliers (including statements)
- To support the members of the office team to manage the stock and resources for the school
- To have a working knowledge of the school financial systems and support the SBM with the authorisation of invoices
- Monitor free school meals and ensure relevant paperwork is completed by parents
- Assist and comply with end of year procedures
- Any other financial duties as may be required by the Headteacher or SBM

School support

- To support the SBM with data input and processing for data returns, eg Census, Early Years Headcount, staff absence
- To monitor, maintain and update the school MIS with pupil data including statutory assessment information.
- To support the SBM and Nursery team with managing admissions and 'top up' funding.
- To support the office team with school admissions including liaison with the Local Authority, data processing and ranking.
- To support the Trust with recruitment administration including managing the process and maintaining the online recruitment platform
- To support the SBM on collating and inputting weekly overtime and supply hours
- To oversee the administration of Cool Milk.
- Ensure that personnel information held in school and on the MIS is up to date.
- To support the Operations Manager/SBM in monitoring attendance, processing leave of absence requests.
- To assist with the maintenance and upkeep of the school website.
- Oversee the collection and reconciliation of dinner numbers

Safeguarding

- Assist with the maintenance of the SCR and ensure all staff are aware of training expectations and deadlines.
- To report any causes for concern relating to the welfare and safety of children to the designated person, and the Headteacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
- To promote and safeguard the welfare of children and young persons with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures.
- To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school.
- To manage the recruitment, training and organisation of volunteers ensuring they are adequately trained and inducted before working in school.

General responsibilities

- Be aware of and comply with the school policies and procedures
- First aid duties
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Cover reception and phone as required
- Participate in training and other learning activities and performance development as required
- To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
- To perform other duties considered reasonable, that are commensurate with the grading and designation of the post.

The job description may be subject to amendment or modification, should circumstances change, but any changes will be discussed with you in the first instance.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

The job description does not form part of the contract of employment.

Signed _____ Date _____

Person Specification

Category	Essential Criteria	Desirable Criteria
Qualifications & Checks	• Clear and current Enhanced DBS check • Good standard of education (e.g. GCSEs including Maths & English or equivalent)	• Relevant qualification in school administration, business, or finance (e.g. Level 3 Certificate/Diploma) • First Aid qualification
Experience	• Experience of working in an office or administrative environment • Experience handling confidential and sensitive information • Experience of using IT systems for data entry and record-keeping	• Previous experience working in a school or education setting • Experience working with financial systems, purchase orders, and invoice processing • Experience of recruitment administration and HR processes
Knowledge	• Knowledge of safeguarding procedures and commitment to promoting the welfare of children • Awareness of GDPR and data protection principles • Familiarity with basic financial processes (e.g. purchase orders, invoicing)	• Knowledge of Bromcom MIS • Knowledge of school census/data returns • Understanding of school funding processes (e.g. Early Years headcount, free school meals eligibility)
Skills & Abilities	• Excellent communication and interpersonal skills (face-to-face, telephone, written) • Strong organisational skills with the ability to prioritise workload and meet deadlines • Ability to work accurately with attention to detail • Competent IT user (Word, Excel, email) • Ability to work effectively as part of a team and independently • Ability to handle multiple tasks in a busy environment	• Ability to update and maintain a school website and parent communication app • Ability to train and organise volunteers • Confidence in liaising with a wide range of stakeholders including parents, suppliers, and external agencies
Personal Qualities	• Friendly, welcoming, and professional manner • Discreet and able to maintain confidentiality • Flexible and adaptable approach to work • Commitment to equality, diversity, and inclusion • Reliable and punctual	• Willingness to take on additional training and responsibilities as the role develops