



Office Administrator Job Description

1. Office Administrator – Job Description

Purpose

To provide high-quality administrative, organisational and clerical support to ensure the effective running of the school office. The Office Administrator will lead on key compliance processes such as maintaining the Single Central Record, supporting HR administration and recruitment, coordinating admissions, and ensuring the smooth operation of daily school communication and systems. The role requires a high level of accuracy, confidentiality and professionalism at all times.

1. Recruitment, HR & Compliance

- Maintain the school's Single Central Record (SCR), ensuring it is accurate, up to date and fully compliant.
- Oversee visitor vetting checks and documentation, including letters of assurance.
- Complete recruitment administration under the direction of the HR Manager, including ID checks and maintaining personnel files.
- Manage staff data on the HR system, updating absence, training and compliance information under the guidance of the HR Manager and Headteacher.

2. Admissions

- Monitor the Local Authority Admissions Portal and liaise with parents and staff regarding admissions.
- Meet with new families to support completion of admissions forms, gather documentation, and identify additional needs, support requirements, medical conditions or allergies.
- Support parents with completing admissions paperwork and ensure accurate recording on Arbor.
- Update Arbor and share relevant information with staff to support a smooth transition.
- Support with admissions returns and ensure deadlines are met.
- Coordinate the secure transfer of pupil information to secondary schools in line with GDPR.
- Provide administrative support for transition processes and respond promptly to information requests.

3. Attendance Support

- Make daily early-morning calls to parents to follow up on pupils reported absent, ensuring first-day response procedures are followed.
- Support the Attendance Officer with follow-up calls for non-attendance.
- Record late arrivals and update the school MIS accurately.
- Record medical appointment on MIS system when proof is provided

4. Fire Evacuation & Emergency Procedures

- Support staff in ensuring all class registers are collected and checked during fire drills and evacuations.
- Manage the evacuation grab bag, ensuring contents are up to date.
- Ensure the visitor register is collected and accounted for, reporting discrepancies.
- Assist in overseeing safe assembly at muster points and help complete post-evacuation documentation.

5. Office Administration & Communication

- Prepare and proofread letters, emails and parent communications to a professional standard.
- Collate news and information for the school newsletter.
- Answer incoming calls promptly, deal with enquiries and take accurate messages.
- Liaise with supply agencies and arrange staff cover.
- Take minutes for meetings, including confidential meetings.
- Produce documents, reports, lists and data as requested.
- Oversee tidiness and organisation of the meeting room.
- Support management of office deliveries.
- Look after unwell children while awaiting collection and liaise with parents.
- Add updates to the school website.
- Arrange appointments for senior staff and manage calendars.

6. Systems & Data

- Input and update pupil data and generate reports using the school MIS accurately.
- Use Microsoft Office tools confidently and proficiently.
- Process and complete timesheets for supply staff and share with the Office Manager.

7. Safeguarding

- Comply fully with all school safeguarding and child protection policies, procedures and statutory guidance at all times.
- Maintain confidentiality and ensure sensitive information is handled securely and appropriately.
- Assist the Pastoral Lead with sharing relevant pupil information with external agencies, ensuring accurate records are kept and information is transferred safely and in line with GDPR.

8. General Duties

- Maintain confidentiality and handle sensitive information appropriately.
- Undertake required training including safeguarding and GDPR.
- Contribute to the efficient running and positive reputation of the school office.
- Carry out other reasonable duties as requested by the Headteacher.