

JOB DESCRIPTION

JOB TITLE:	School Office Administrator
REPORTS TO:	Office and Administration Manager
SALARY:	Scale 4
HOURS:	40 hours (term-time only plus five INSET days) 8:00am-4:30pm Monday to Friday
DATE:	December 2025

Purpose of the job

Administration

To support the school with administrative tasks such as:

- To undertake administration tasks for members of staff as and when required.
- Distributing letters and online communication to and from parents.
- Distributing emails on behalf of the school.
- Collating, recording and distributing administrative documentation or information in relation to school trips and events.
- Assisting the attendance officer as necessary, including reporting on students' late arrivals and updating attendance marks as required.
- To create and distribute student ID cards as required.
- To support the Office & Administration Manager in implementing procedures and workflows.
- To carry out photocopying in the absence of the reprographics assistant or during periods of high demand.
- To carry out any other ad-hoc administrative tasks as requested by the Office & Administration Manager.

Reception

- To undertake general reception duties such as answering the telephone, greeting visitors, managing face-to-face enquiries and supporting student enquiries.
- To maintain a 'front of house' which is both welcoming to the school's visitors but is also aware of its responsibilities as the first line of safeguarding and security for the school; this could at times mean dealing with challenging individuals.
- To ensure that the reception office and visitor waiting area are kept tidy at all times and provide a good first impression of the school.
- To manage the student reception window including lost property.
- To carry out main reception duties in the absence of the school receptionist.

Medical welfare

- To ensure that the appropriate medical welfare support is provided to students and staff. This includes supporting students that are feeling unwell or who have short or long-term medical conditions that may require medication during the school day, contacting parents when necessary and keeping accurate records.

- To support the office & administration manager to keep up-to-date registers of students with medical conditions and inform relevant staff of any changes to these registers.
- To ensure confidentiality of all medical information.
- To assist the school in an emergency as required, including locating relevant staff, contacting emergency services and completing necessary documentation.
- To report accidents in line with the school health and safety procedures and to inform parents of accidents and injuries, in line with the school health and safety policy.
- To ensure that all accident and illness (visits to welfare) events are recorded promptly in the online incident log.
- To prepare medical bags and first aid kits for school trips and sporting fixtures.
- To help coordinate any vaccination sessions as well as relevant medical training for staff.

Health and Safety

1. To be familiar with the school's policies that refer specifically to health and safety regulations and implement them 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 to keep up to date with all relevant policies and risk assessments

All staff to adhere to Health and Safety policies of the school and keep up to date with all relevant policies and risk assessments

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.

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

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: _____