School Office Administrator / Finance Officer
Job Description

Purpose of the Role:

To provide efficient administrative, financial and organisational support to enable the smooth running of the school. The Office Administrator is a key member of our friendly, nurturing school community and supports pupils, staff and families. Based in our main school office, part of your role will be to provide a friendly and professional front-of-house service to pupils, families, staff and visitors, alongside our existing School Receptionist who works every weekday morning.

Main Responsibilities:

- **Finance:** liaise with the School Bursar, process orders and invoices, manage parent payments, support with accounts and budget monitoring and school subscriptions.

- **HR Administration:** assist the administration of staff recruitment and onboarding, maintain personnel files and training records and carry out staff suitability checks.

- **Facilities & Site Support:** log and follow up repairs and maintenance issues, obtain quotes and liaise with contractors, and keep records of site works.

- **Health & Safety:** support the Headteacher with H&S procedures and compliance, maintain H&S documentation, logs and incident reports, assist with emergency drills and statutory checks.

- **Events, Trips & Visits:** liaise with staff and support with the administrative organisation of logistics, permissions, transport and payments.

- **Attendance:** monitor pupil and staff attendance and support the headteacher with relevant administrative actions.

- **Pupil Administration:** manage admissions for starters and leavers and keep pupil records accurate and up to date.

- **Medical:** oversee medical records, medication procedures and care plans, liaise with parents and maintain first-aid logs.

- **General:** provide a warm, professional front-of-house service, uphold confidentiality and safeguarding responsibilities and contribute positively to the supportive ethos of Dry Sandford Primary School in line with our school vision and values.