



**JOB TITLE:** Admin Officer  
**EMPLOYER:** Oxfordshire County Council  
**JOB LOCATION:** Tetsworth Primary School  
**LINE MANAGER:** Federation School Business Manager / Head of School

---

## **Our Vision**

Tetsworth Primary School is a small, rural school which is federated with a larger primary school in nearby Thame. Our school is a happy and exciting place to learn, where each and every child is encouraged to reach their full potential, whatever their starting point. Our school is small but mighty!

---

## **JOB PURPOSE**

Under the instruction/guidance of senior staff: provide general administrative support to the school.

---

## **TASKS**

### **Organisation:**

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist in arrangements for schools trips, events etc. including collecting voluntary contributions from parents

### **Administration:**

- Provide general clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. pupils data
- Undertake typing and word-processing and other IT based tasks
- Take notes at meetings
- Sort and distribute mail
- Undertake administrative procedures



- Maintain and collate pupil reports
- Undertake routine administration of school lettings and other uses of school premises
- Manage medicines in school (incl storage, distribution of medicines and completion of admin tasks relating to medicines)
- Carry out Health and Safety checks to comply with regulations and maintain health and Safety records
- Assist in maintaining the school website and social media

#### **Resources:**

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
- Maintain stock and supplies, cataloguing and distributing as required
- Provide general advice and guidance to staff, pupils and others
- Undertake general financial administration e.g. processing orders

---

#### **RESPONSIBILITIES**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

---

#### **GENERAL INFORMATION**

Grade:	Grade 4
Remuneration:	Salary £24,404 - £24,790 FTE per annum
Type of contract:	Part time/Permanent
Hours of work:	As agreed with Line Manager/Head of School



**NOTE:**

The current main duties and responsibilities of this post are outlined in this job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is essential. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of Tetsworth Primary School to review job descriptions to ensure that they relate to the role as then being performed, or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Head of School / Executive Headteacher in consultation with the post-holder before any changes are implemented. The post holder is expected to participate fully in such discussions and implementation.

**SAFER RECRUITMENT:**

Oxfordshire Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All users are considered confidentially and according to the nature of the role and information disclosed.