



SS Philip and James' Church of England VA Primary School

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Grade: 6

Hours: 37.5hours

Contract: Term time plus INSET days plus 5 additional days (by mutual agreement)

Responsible to: Office Manager

Purpose of the Role

To provide high-quality administrative support to ensure the effective running of the school, working collaboratively as part of the administrative team. To uphold the school's Christian vision and values of love, compassion, and community whilst contributing to a positive and supportive working environment where all staff feel valued.

Key Responsibilities

Reception and Visitor Management

- Act as the first point of contact for pupils, parents, and visitors via telephone, email, and in person
- Ensure all visitors sign in and out correctly, following safeguarding and health and safety procedures
- Provide a helpful, approachable, and professional service, taking appropriate action on own initiative and referring complex matters to relevant staff

Admissions Administration

- Handle all admissions enquiries, promoting the school professionally to maximise pupil numbers
- Work with the local authority to ensure admissions and offers are made in a timely manner
- Obtain and accurately record all pupil information for September and in-year admissions, including safeguarding and SEN data, in the management information system
- Book parent tours as requested

Attendance Administration

- Ensure class registers are completed on time
- Update registers with advance notices of absence from parents/carers
- Follow up unexplained absences using telephone calls and emails
- Report attendance concerns to the Senior Leadership Team

Medical Administration

- Maintain accurate and up-to-date pupil medical records
- Ensure all medication is in date and stored correctly as per school policy
- Provide teachers with accurate records of medical needs for pupils in their class
- Inform kitchen staff and teaching assistants about pupils with allergies
- Periodically remind parents about medical needs administration and check medication expiry dates
- Report any medication concerns to the Office Manager

First Aid and Health & Safety

- Administer and record first aid according to school policy
- Complete accident report forms when necessary and report significant issues to the Office Manager for recording on the Oxfordshire Health and Safety Reporting system

- Check first aid boxes monthly to ensure they are in date and fully stocked
- Monitor compliance with first aid procedures, including signing out of first aid packs

General Administration

- Provide administrative support including word processing, correspondence, reports, pupil references, and filing
- Maintain and coordinate school diaries, appointments, and meetings (including room allocation)
- Ensure staff receive messages promptly and accurately following school procedures
- Produce and distribute newsletters, trip letters, and other communications to a high standard
- Process orders approved by Deputy Headteacher on the finance system, regularly checking deliveries (including twice-weekly Tesco orders) and chasing outstanding orders
- Process payments received via school bank accounts in Bromcom, chasing debtors regularly and reporting problem debtors to the Office Manager
- Process free school meals applications, recording results in Bromcom and advising relevant staff of entitlements
- Support teachers with trip organisation including coach and lunch bookings

General Duties

- Model excellent professional relationships with pupils, parents, staff, and other professionals
- Maintain confidentiality and ensure GDPR compliance at all times, reporting any data breaches to the School Business Manager
- Support diversity and ensure equal opportunities for all
- Implement the Council's Equal Opportunities Policy and work actively to overcome discrimination
- Comply with the school's Health and Safety policies and the Health and Safety at Work Act (1974)
- Maintain awareness of responsibilities under the Data Protection Act 2018
- Observe safeguarding guidelines and promote the welfare of children, following all child protection and safeguarding policies
- Carry out other related duties deemed appropriate to the grade to meet the needs of the school

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post requires an enhanced DBS clearance.

Performance Management

Performance will be assessed against the responsibilities listed above through the school's performance management cycle, managed by the Office Manager.

Note: The duties listed are not exhaustive and you may be asked to carry out other duties commensurate with your grade.

Agreed: December 2025

Signed by (Post holder)

Signed by (Head teacher)