

Job details

Job title	Children's Services	Administrative Officer School:	Primrose Hill Primary School
Grade:	2B SCP 9-13		
Location of work:	Main School Office		
Directly responsible to:	Headteacher/School Business Manager		
Hours of duty:	36 hours - TTO plus 5 INSET days		
Primary purpose of the job:	To assist the School Business Manager in the provision of administrative support for the school		

Main duties and responsibilities/accountabilities

To assist the School Business Manager with the efficient running of the school reception desk and busy office including management of the school's administration and finance systems.

Communication

- Post Master of school email system
- Receiving and escorting visitors with a welcome.
- Dealing with parent/carer queries at first point of contact.
- Maintain security at the main entrance by ensuring all visitors sign in and out.
- Monitoring of electronic gates, ensuring school remains secure
- Taking telephone calls and relaying messages.
- Receiving, despatching and distributing school mail.
- Contact with parents/carers on a daily basis, re sickness, queries etc.
- Contact with kitchen staff and midday supervisors regarding information on meal numbers and children's needs.
- Preparation of agendas for meetings as required.
- Manage text messaging system – School Comms.
- To ensure all queries and conversations are dealt with in a confidential manner.

SIMS

- Data management to support business manager.
- Updating attendance registers via SIMS
- Printing reports from SIMS as required, ie attendance, free school meals.
- Updating pupil records, ensuring records are kept up to date with contact details

Single Central Register

Ensuring SCR kept up to date, entering new information when received.

Uniforms

- Sell uniform to parents, keeping stock replenished, ordering from agreed suppliers.

First Aid

- Monitoring and restocking First Aid Boxes Administering first aid to pupils and staff.

Finance:

- Assist the School Business Manager with procurement and purchasing to achieve best value including ordering goods and processing invoices.
- To assist the School Business Manager with the administration and financial organisation of school visits and residential courses.
- Collection and banking of monies relating to **all** school income including the following: school meal income, school fund income (school fund, trip monies, toast money, sale of uniforms), after school club fees, milk money, holiday account income.
- Balancing and banking of additional monies from the school kitchen, ie kitchen takings and breakfast cafe.
- Maintaining school fund income and expenditure records.
- Completion of monthly milk returns.

Data Management:

- Establish and maintain pupil records on SIMS software and general information using SIMS regarding pupil data.
- Liaise with and seek information from other schools and LA's regarding pupil admissions, and transfers.
- To liaise with parents and other external organisations. Free school meal administration

FMS

- Processing of orders in a timely manner.
- Entering invoices onto FMS system in readiness for monthly cheque run.
- Write cheques for monthly cheque run.
- Suppliers details kept up to date, new suppliers added to system.

Clerical Support:

- To manage and prioritise workload using own initiative.
- To work alone using own initiative.
- To manage own workload, ensuring deadlines are maintained.
- To provide secretarial support to the Headteacher and staff.
- Taking and typing minutes of meetings, on occasion.
- Preparation and distribution of agenda for governors meetings, on occasion Production of letters as required.
- Preparation of registers for after school clubs.

WebSite

- Publish letters and newsletter on website as issued.
- Updating events on occasion.

Reprographic work

- Photocopying and distribution of letters.
Photocopying documents.

Filing and Office Management

- Maintaining filing system for documents
 - Maintaining a clean and tidy office
 - Maintaining supply of and ordering of office supplies ie paper, laminating pouches, envelopes,
 - Maintaining supply of and ordering of toner cartridges
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- To undertake any other such duties that are reasonably commensurate with the level of this post or as required by the Headteacher.

Review arrangements

Date job description prepared/revised

September 2026

**Prepared/revised by N.Marshall, Deputy
Head**

Agreed job description signed by holder: