

School:	Light Oaks Infant School
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This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job details

Job title:	Office Administrator
Grade:	2B scale point 9-13 £23,742 - £25,319
Location of work:	Light Oaks Infant School
Directly responsible to:	Headteacher
Directly responsible for:	School clerk/Finance & Resource Manager
Hours of duty:	36 hours per week Pro Rata/Term Time Only (5 training days) The role is a temporary position fixed term contract (or on the return of the post-holder). Monday to Friday.
Primary purpose of the job:	To have responsibility for managing the school's administration under the direction of the head teacher
Post ref no:	Jobtrain 003303

Main duties and responsibilities/accountabilities

General:
<ul style="list-style-type: none"> • Reception and telephone enquiries when required. • Use of reprographic equipment. • Filing. • Administration of first aid to pupils and dealing with children i.e. informing parents. • To post mail and visit the post office when required. • Such other duties as may be required by the head teacher.
Administration:
<ul style="list-style-type: none"> • To have responsibility for office administration, including dealing with visitors and telephone communications. • To manage and supervise the school clerk/finance & resource manager. • To be responsible for returns to the LA including monthly staff attendance, overtime, pupil attendance reports, milk returns, assessments. • To monitor incoming and outgoing mail. • To provide word processing and secretarial support to the head teacher and for other staff / Governors as authorised by the head teacher. • To have responsibility for the administration and financial organisation of school visits, book fairs etc. • To manage the school fund. • To administer miscellaneous monies i.e. trips, book fairs, photographs, milk, school meals etc. • To be responsible for orders for milk, fruit etc.

- To use the SIMS system as required and to undertake relevant training.
- To provide a confidential secretarial service to the head teacher.
- To manage the school appointment diary, including updating the website diary of events & book supply cover as and when necessary.
- To liaise with and organise visits of external agencies i.e. school health service.
- To have overall responsibility for all office supplies. (Head, Learning Mentor and Reception Office)
- To liaise with Light Oaks Junior School Office team as and when appropriate.
- To attend, be involved in the preparation of and play an integral role in the following scheduled events: open afternoon, annual safeguarding CPD, 5 Training Days, parent's evenings and set-up new intake meetings after school.
- To manage the GDPR alongside the Head.

Pupils:

- To establish, maintain and manipulate pupil records for school use, including attendance and attainment data.
- To ensure all data records are inputted onto SIMS and up to date.
- To supply general information to parents.
- To administer admissions to school and to support new admissions.
- To oversee the order of and sale of school uniform and equipment.
- To prepare and maintain school registers, including Free School Meals, and liaise with the school kitchen.
- To maintain school registers on SIMS.
- To ensure Target and SIMS are synched regularly, information is accurate & formal assessments imported. (phonics and EYFS/Y2 end of year assessments)
- To communicate with parents regarding pupil absences.
- To monitor pupil attendance & inform parents termly of child's attendance by way of colour coded letters.
- To liaise with the EWO.
- To deal with pupil holiday requests in conjunction with the head teacher
- To be responsible for returns to the LA and any other outside agency if required

Staff:

- To establish and maintain staff records.
- To liaise with HR & give advice and guidance to staff in administrative procedures e.g. sick notes, holidays, etc.
- To record all staff absences.
- To monitor staff absences and report to the head teacher.
- To submit monthly sickness returns to LA.
- To establish and maintain staff records.
- To submit payroll information to provider on a monthly basis.
- To be responsible for records of staff telephone calls etc.

Safeguarding

The postholder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.

The postholder must carry out their duties with full regard to the City Council's Equal Opportunities, Health and Safety and Community Strategy policies.

To contribute and demonstrate a commitment to the City Council's Crime and Disorder Reduction Strategy.

To undertake any other such duties that are reasonably commensurate with the level of this post

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the school will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

Date job description prepared/revised: July 2026

Prepared/revised by: L Thelwell

Agreed job description signed by holder: