

## Job Description: Admin Officer (Grade 4)

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| Start Date:       | September 2026                                                           |
| Responsible to:   | Headteacher                                                              |
| Location:         | St Clement's and St John's CE Infant and Bethany CE Junior School's      |
| Grade:            | Grade 4 SCP 6-9 (FTE £25,989 - £27,254 per annum)                        |
| Hours of work:    | 35 Hours                                                                 |
| Disclosure Level: | Enhanced Disclosure & Barring Service Check with child barred list check |

### Overall Purpose

- To provide an effective, efficient and confidential reception and administrative service to the school
- To encourage and maintain effective communication with parents, visitors, colleagues and pupils.
- To work individually, and as part of a team, to support the overall vision and values of the Partnership.

### **Safeguarding**

*Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.*

*The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, Enhanced DBS check and satisfactory references.*

### **Duties and Responsibilities**

1. Receive visitors to the school office, giving information and directions to assist them in the purpose of their visit; ensure visitors have signed in using the appropriate registers and have been issued with visitor badges.
2. Receive and make telephone calls, taking and circulating messages as required; answer routine queries as appropriate and refer more complex or sensitive matters to the appropriate staff member.
3. Receive and distribute mail accordingly, opening all except that identified as 'confidential'.
4. Liaise with the central team at the Partnership and other Partnership schools as required.
5. Manage the school office email accounts, responding to queries where appropriate or re-directing to another member of staff.
6. Contribute to the school's administrative and secretarial support through the use of office technology including, but not exclusively, the Management Information Systems for registers and assessment.
7. Provide effective assistance for staff and pupils with any enquiries made at the reception point, by resolving or redirecting queries and giving advice where appropriate.
8. Use and maintain manual and computerised filing systems for various records as required.
9. Undertake a range of other administrative tasks and general duties as required to contribute to the smooth and efficient running of the school for example:
  - Supporting planning of events such as meetings
  - Dealing appropriately with confidential waste
  - Updating the school website.

10. The post holder must have the ability to deal with a wide range of people and be able to handle their enquiries in a sensitive and confidential manner and in a way which supports the ethos of the school.
11. Liaise with the Site Manager to ensure prompt movement of deliveries into the school and for any Health and Safety matters.
12. Ensure the office area is tidy and free of hazards.
13. Ensure compliance with the requirements for GDPR across the school, liaising with the School Data Protection Manager as appropriate.
14. Comply with all decisions, policies and standing orders of the school and Coastal Learning Partnership; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the General Data Protection Regulation.
15. Help maintain attendance and safeguarding register, and complete statutory returns as required.
16. Provide data and reports to the Department for Education as required.

*Whilst every effort has been made to explain the main duties and responsibilities of the Admin Officer role, each individual task will not be identified. It is expected that all colleagues will endeavour to deliver any tasks identified as reasonable by their Head of School.*

## Person Specification: Admin Officer (Grade 4)

| Criteria                      | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Desirable                                                                                                                                                 |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualifications:               | <ul style="list-style-type: none"> <li>Be numerate and accurate.</li> <li>Have excellent communication skills, both verbal and written.</li> <li>To embark on any relevant professional development that will assist with the role.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>English and Maths to GCSE or beyond.</li> <li>Specific secretarial or qualifications in administration.</li> </ul> |
| Experience:                   | <ul style="list-style-type: none"> <li>Experience of working successfully and co-operating as a member of a team.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>Worked in a school office environment.</li> </ul>                                                                  |
| Professional values:          | <ul style="list-style-type: none"> <li>Be able to establish and maintain good professional relationships with pupils, parents and colleagues.</li> <li>Adopt a flexible approach to working.</li> <li>Be committed to school improvement.</li> <li>Have the ambition and drive for your own professional development.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                           |
| Knowledge, skills & abilities | <ul style="list-style-type: none"> <li>Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health &amp; Safety and inclusion.</li> <li>Be confident in the use of Excel, Word, email and database programs.</li> <li>Promote the school's aims positively.</li> <li>Communicate effectively (both verbally and in writing) at all levels to a variety of audiences e.g. pupils, staff, parents, visitors.</li> <li>Promote a positive working environment.</li> <li>Be able to prioritise workloads; have excellent time management and organisational skills.</li> <li>Be able to work under pressure and meet deadlines.</li> <li>Produce accurate work.</li> <li>Be able to use initiative.</li> </ul> | <ul style="list-style-type: none"> <li>Knowledge of working with databases, school management databases in particular Arbor.</li> </ul>                   |

The post holder may be required to travel to other local sites, including other CLP schools.