



Job Description: Administration Officer

Start Date:	September 2026
Responsible to:	Headteacher and Operations Manager
Location:	Baden-Powell & St Peter's CE Junior School
Grade:	Grade D SCP 5 – 6 (£13.26 – £13.47 per hour) £17,762 – £18,044 per annum, pro rata
Hours of work:	30 hours per week 10.15am – 4.45pm 5 days per week
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 and its stakeholders.
- To work alongside the Lead First Aider providing first aid support and respond to medical needs during afternoon sessions.
- 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 academy trust

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.

Specific Duties

- Manage the daily attendance and admissions processes, ensuring accurate pupil records, monitoring attendance, following up absences, and liaising with the Local Authority, families and relevant agencies to support pupil admissions and attendance requirements.

First Aid Duties

- To work alongside the Lead First Aider providing first aid support and respond to medical needs during afternoon sessions.
- Supporting the lead first aider to administer prescribed drugs, which are necessary to be taken by pupils during the school day, ensuring that parental consent is obtained and recorded.
- Keep up to date accident records on the school's electronic system.
- Updating pupil records where appropriate

General Duties

- Undertake a range of other administrative tasks/duties as required to ensure the smooth and efficient running of the school's administration and finance functions including receive telephone calls, taking and circulating messages as required; answer routine queries as appropriate and refer more complex or sensitive matters to appropriate team member.
- Receive and distribute e mail accordingly; confidential mail to be appropriately handled. Along with other members of the office Manage school's generic email account, responding to queries where appropriate or re-directing to another member of the team
- Provide effective assistance for staff, pupils and parents at the reception windows.
- Updating pupil data using MIS (Arbor) and other MIS packages and applications used by the school
- Administrative work to support the smooth running of the Academy as directed by the Head teacher as required.
- Maintenance of accurate records of parental payments
- Administration of afterschool clubs as required.
- As part of the office team ensure the general stationery and resource order is raised as required.
- Provide general reprographics support.
- 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 that supports the ethos of the school and academy trust.
- Ensure compliance with the requirements of GDPR across the school, liaising with the trust Data Protection Officer as appropriate.

Arrangements for Performance Management

- Appraisals will be carried out on an annual basis and be related to the responsibilities outlined in the job description.
- The Appraisal meeting will evaluate achievements, agree areas for development, set appropriate targets, and examine potential training requirements, changes and actions to be taken.

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: Administration Officer

Criteria	Essential	Desirable	Evidence
Qualifications:	- Be numerate and accurate - Have excellent communication skills, both verbal and written - To embark on any relevant professional development that will assist with the role - If no first aid qualification be prepared to complete relevant First Aid qualifications very soon after start date.	- English and Maths to GCSE or beyond - Specific secretarial or qualifications in administration	Qualification Certificates Interview Tasks
Experience:	Worked in an admin environment Experience of working successfully and co-operating as a member of a team	Worked in a school office environment	Application Interview
Professional values:	- Be able to establish and maintain good professional relationships with pupils, parents and colleagues - Adopt a flexible approach to working - Be committed to school improvement - Have the ambition and drive for your own professional development		Application Interview
Knowledge, skills & abilities	- Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion - Be confident in the use of Excel, Word, email and database programs - Promote the school's aims positively	Knowledge of working with databases, school management databases in particular Arbor.	Application Interview

- Communicate effectively (both verbally and in writing) at all levels to a variety of audiences e.g. pupils, staff, parents, visitors
- Promote a positive working environment Be able to prioritise workloads; have excellent time management and organisational skills
- Be able to work under pressure and meet deadlines
- Produce accurate work
- Be able to use initiative

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