

# HAWLEY PRIMARY SCHOOL



**HAWLEY**  
PRIMARY SCHOOL  
a place to grow

**Job Description:** Admin Officer

**Responsible to:** School Office Manager/ Headteacher

**Pay Scale 5 (£31,716 - £33,204):** Paid pro-rated for SCP 12 to 15 plus 2024/25 pay award

**Hours:** Term time only, 35 to 37.5 hrs weekly worked between 8am - 4.45pm (exact hours to be agreed with post-holder)

## Purpose of Job

To assist the School Office Manager in the efficient running of the school office; following best practice operating procedures and processes, in order to maximise the efficiency of the school administration team, thereby positively impacting on teaching and learning and safeguarding of children

The post holder must have a clear and polite manner with children, parents and visitors, both on the telephone and in person, presenting a warm and helpful, yet purposeful welcome to the school.

## Main Activities and Responsibilities

1. To be responsible for the day to day administration of the school's cashless payment system, promoting the use of this system for all financial transactions between parents/guardians and the school.
  - Assisting with registrations, responding to queries and keeping families informed about their accounts, including chasing debts
  - Uploading events, trips, letters and information for families
  - Liaising with the School Office Manager/ Headteacher to ensure accurate charging for events and school meals
2. School website (in conjunction with the School Office Manager and SLT):
  - To be responsible for ensuring that the school website is regularly updated including the online calendar and check that any out of date information is corrected or removed
3. Together with the Admin Assistant, serve as the first point of contact for the school, including co-ordinating both internal and external communications:
  - Cover the reception desk as necessary, attending to visitors and phone calls
  - Monitor, respond and action appropriately emails in the school admin inbox
  - Use the school MIS and text service to communicate with families, staff and governors
  - Liaise with the Headteacher and class teachers to ensure that letters, weekly correspondence and newsletters are updated and sent in a timely fashion
4. Finance administration (under the supervision of the Office Manager/ Bursar):
  - Input invoices and transactions on to the online finance system, ensuring details are accurate and correctly coded with relevant descriptions
  - To assist in producing printed cheques, support monthly bank reconciliations and effectively adhere to financial procedures and filing systems
5. Manage the school's digital resources:
  - To be responsible for keeping a register of the school's digital learning resources and the functionality of the equipment in use.
  - To be able to respond to any day to day issues regarding classroom equipment and act as point of contact for logging jobs with Camden Schools' IT support service.
  - To be familiar with Google Drive and Google Classroom in order to assist staff with day to day access and organisation of files.
  - To organise and monitor the internal school website on Google Drive
  - To be able to organise and co-ordinate remote/online meetings for staff and families

6. Maintain a whole school calendar:
  - Record upcoming whole school, class, parent's association, visitor events and meetings
  - Input agreed staff absences, alongside sickness periods and corresponding supply cover
7. Breakfast and After School Club Co-ordination:
  - Offering places and maintaining waiting lists
  - Setting up payments and sending regular reminders
8. Medical/First Aid:
  - To understand and be able to administer basic first aid if the need arises.
  - To be able to communicate clearly and succinctly with families/emergency services
  - Report major accidents to the Camden Health and Safety Department
9. Support with the ad-hoc and advanced booking of agency supply staff
10. Enter school trips onto the school's Educational Visits website
11. Support the Office Manager with admin relating to the school MIS, inputting and updating student details, attendance and admissions data
12. General office duties as required by School Office Manager/Headteacher
13. Be committed to safeguarding and promoting the welfare of children.
14. To observe strict confidentiality in all aspects of work.
15. To be committed to your own professional development by actively seeking formal/informal learning opportunities at work/off site and by actively engaging in the school's CPD procedures

### **Personal Responsibilities**

- To promote the safeguarding and welfare of children and young people
- To be professional in dress and manner at all times
- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant H&S Guidance and Legislation
- At all times to carry out the responsibilities of the post with due regard to the Equalities Act
- To work as part of the school administrative team under the guidance of the Office Manager
- To undertake other duties appropriate to the post that may reasonably be required by the Headteacher or Office Manager

*The duties and responsibilities of this post may vary from time to time according to the changing needs of the school. This job description may be reviewed at the discretion of the Headteacher in the light of any changing requirements and in consultation with the post holder and Governing Body.*

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**Person Specification:** Admin Officer  
Full time, term time only

## **Selection Criteria**

1. GCSE (or equivalent / higher qualifications) in Mathematics and English at grade C / 4 or above
2. Experience of reception and/or customer services work including meeting and greeting, telephone duties, filing, emailing, photocopying, post etc.
3. Evidence of an ability to relate well to people at all levels. Must communicate well and speak clearly. Must be able to remain calm when under pressure.
4. Must be literate, numerate and have good IT skills, with the ability to troubleshoot when needed.
5. Must have experience of, and the ability to keep accurate records.
6. Must be methodical, well organised and be able to pay attention to detail when communicating electronically, or in a handwritten form.
7. Must demonstrate an awareness of the importance of confidentiality.
8. Must be punctual and reliable.
9. Must have the ability to develop good relationships with colleagues and work co-operatively as part of a team.
10. Experience using basic computer software. The following is desirable:
  - Microsoft Word, Excel and Outlook
  - Google Drive, Forms, Docs, Sheets
11. Should have knowledge of how to use and update a MIS, communications and payment systems and the ability to learn specific software systems used by the school. These currently include:
  - Integris, Groupcall, ParentPay, RM Arbour Finance
12. Must have an awareness of the need for flexibility to adapt to the varying demands of a busy school office.
13. An understanding of and commitment to the school's Equal Opportunities Policy.
14. An understanding and awareness of the school's Health & Safety Policy.
15. An understanding and awareness of the school's Child Protection and Safeguarding Policy and up to date with Keeping Children Safe in Education documentation.
16. Required to undertake an Enhanced DBS with Children's' Barred list check, online and international checks as required, in addition to two references.

## **Desirable but not essential**

1. Experience of financial and/or school administration.
2. Qualified First Aider, or a willingness to become qualified.