

## **St Peter's School, Bournemouth Job Description**

### **Primary School Office Administrator**

Post Holder

Salary Grade Grade C, Scale Point 4 - £15,250 (actual) gross per annum

Contractual Weeks Term time plus 2 weeks (1 week to be worked in the school summer holiday)

Contracted Hours 25 hours per week - Monday – Friday 8.00 am to 1.00 pm (Mon & Tues Front Office support. Wed to Fri SEN administrative support).

### **KEY ROLE AND RESPONSIBILITIES**

Provide an efficient administrative service to the school community. Support colleagues in welcoming and assisting visitors, staff and pupils., supported by other members of the school community.

### **MAIN DUTIES**

Reporting to the Primary School SEN Lead, the post holder is to:

#### **SEN Administrative support**

- Minute taking for meetings, especially annual reviews
- Preparing Annual review paperwork and sending out invites to relevant people
- Sending referrals (checking all admin parts are correct) to Outreach, SALT, VSS/HSS etc
- Responding to emails to book in external visitors
- Liaising with the office about what visitors will be in each week and where they need to go
- Scanning and filing documents both electronically and in the paper filing system
- Running screeners/assessments such as Dyslexia and Dynamo maths
- Supporting lunchtime nurture club
- Preparing resources for interventions
- Chasing up paperwork from teachers- checking all paperwork (IEP etc) are completed by deadlines.

Reporting to the Primary School Office Manager, the post holder is to:

#### **Primary Front Office administrative support**

- Assist in providing an efficient administrative service to the Primary Phase of St. Peter's School in liaison with the Office Manager and colleagues at the Secondary Phase.
- Communicate effectively with parents and the wider community by phone, in person or through news publications.
- Provide welcoming hospitality for visitors to the school or meetings being held on site.
- Support attendance with the administration process of late children and by accompanying children to class
- Maintain efficient filing systems, copying and collating as required.
- Manage an effective process for the distribution of ipads and laptops in school, to identify their location at any given time
- Responsible for the organisation of whole school trips and activities eg Whole School Mass, Ethos day. and be the point of contact
- Collate and check information and responses from parents,
- In liaison with the Caretaker, coordinate the receipt and distribution of deliveries to the school and ensure the relevant member of staff is informed of the delivery.
- Attend open evenings or school events by agreement, as required.
- Operate relevant equipment and computing software eg MS Office, Arbor, Outlook, Explorer.
- First Aid Trained (or will be required to become First Aid trained).
- Maintain and order stationary for the office and for some other areas of the school such as photocopier, placing orders on the school's finance system for general office and administrative needs

## **SUPPORT FOR THE SCHOOL**

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and mission statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher

The purpose of this job description is to indicate the general level of responsibility of the post. In accordance with paragraph 80(d) of the National Conditions of Service it is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher, Head of Primary or designated deputy.

Safeguarding is everyone's responsibility at St Peter's School regardless of position or role.

Signed Post Holder Date

Signed **Headteacher** Date

Agreed: February 2026.