

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

Primary Office Administrator

Post Holder

Salary Grade Grade C, Scale Point 4 - £17,466 (actual) gross per annum

Contractual Weeks 39 paid weeks per year (Term Time including INSET days)

Contracted Hours 30 hours per week (Monday – Friday 8.30am to 3.00pm, less a 30 minute unpaid break each working day)

KEY ROLE AND RESPONSIBILITIES

Provide an efficient administrative service to the school community. Support colleagues in welcoming and assisting visitors, staff and pupils. Manage the first aid service to the school, supported by other members of the school community. Daily attendance monitoring of pupils at the Primary Phase.

MAIN DUTIES

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

- 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.
- Maintain efficient filing systems, copying and collating as required.
- Responsibility for the administration of extra-curricular activities.
- Responsibility for the day-to day monitoring of the absence of pupils at the Primary Phase and updating Arbor.
- Report to the Head of Primary Phase and attend meetings regarding attendance of pupils
- Collate and check information and responses from parents.
- Manage the first aid and medical provision within the Primary Phase, supported by Primary colleagues and the First Aid Manager from the Secondary Phase. (Note: First Aid at Work training is required and will be provided).
- Attend open evenings or school events by agreement, as required.
- Operate relevant equipment and computing software e.g. MS Office, Arbor (training provided), Outlook, Explorer.

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.

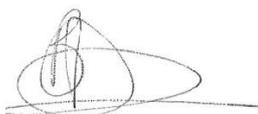
There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher, Head of Primary or designated deputy.

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

Signed

Post Holder

Date



Signed

Headteacher

Date 23.3.2026

Agreed March 2026

Revised