ST PETER'S SCHOOL – BOURNEMOUTH

Job Description

School Office Casual Administrator

Post Holder	
Salary Grade	Grade C, Scale Point 4 - £13.48 (actual) gross per hour
Contractual Weeks	Casual - Term Time only
Contracted Hours	Casual

KEY ROLE AND RESPONSIBILITIES

To provide a welcoming and efficient reception to visitors, staff and pupils, together with various administrative services as required in support of the running of the school. Reporting to the Officer Manager.

MAIN DUTIES (TO INCLUDE BUT NOT LIMITED TO)
RECEPTION

- Welcome visitors to the school; issue of security badges and to keep appropriate written records including car registration.
- Liaise with staff to ensure visitors are collected or directed to the correct contact.
- Operate the telephone system, providing a prompt and courteous service, transferring calls and passing messages to staff and pupils as required.
- Maintain telephone lists
- Assist with the distribution of the incoming post and the preparation of outgoing post each day.
- Ensure internal post between sites is regularly collected/delivered.
- In liaison with the Site Manager, coordinate the receipt and distribution of deliveries to the school and ensure the relevant member of staff is informed of the delivery.
- Undertake administrative duties including typing, filing, archiving or secretarial work as required.
- Contact SLT from 'on call' rota to deal with SL issues when requested by departments.
- Completion of administrative tasks for staff, including confidential references for pupils on behalf of year leaders
- Book taxis, manage administration and taxi invoicing, as required, liaising with Primary School as appropriate.
- Support First Aid in times of need (First Aid at Work required - training to qualify will be provided if needed).
- Act as a point of contact to call for Emergency services.

MAIN DUTIES
HUB

- Provide a welcoming reception service to both staff and students; registration of students arriving or departing outside of the normal school hours and initially manage all incoming student enquiries.
- Maintain lost property, returning named items to students, and storing unnamed items until collected
- Manage the storage and sale of second-hand school uniform
- Oversee and assist students present in the Student Hub
- Administer all aspects of the student detention procedure, using SIMS to record student behaviour, generate letters and registers and communicate all information to SLT, students and parents
- Record and retain mobile phones confiscated during the school day – maintain records in line with school policy
- Provide support to the School Attendance Officer
- Provide First Aid cover during busy periods including lunch cover. (Note: First Aid at Work training is required and will be provided)
- Issue and record any 'Serious Incident Reports' for teachers
- Prepare internal exclusion paperwork including requests for work from teachers
- Manage the Student locker administration

- Support administration / preparation for Parents Evenings
- Send emails to parents as and when requested by teaching staff
- Undertake other administrative duties as requested by Line Manager

Print room

- To operate an efficient and comprehensive printing service for the school. This work to include collating, binding, stapling, arranging into sets for distribution where appropriate and the operation and upkeep of equipment and machinery
- Undertake photocopying for the Teaching Staff based at both Southbourne and Iford sites.
- Prepare teaching materials for copying where requested and assist staff in the preparation of master copies (This work will involve the use of information technology skills).
- Assist with training staff in the use of reprographic equipment and materials.
- Maintain stock of general stationary, paper and repro supplies.
- Report monthly information on internal purchases and misc. copying to finance.
- Liaise with IT Manager and supplier in relation to any repairs
- Based in the School Office, respond to telephone calls for both the print room and reception to ensure an efficient and effective service
- Shared responsibility to ensure that all school printers have paper, toners etc. and are in working order. Report any maintenance issues to the printer company promptly.

SUPPORT FOR THE SCHOOL

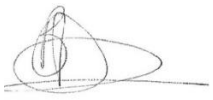
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and mission statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher
- To assist, when possible, with extracurricular activities e.g. Parents evenings, GCSE results days etc.

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 or School Business Manager.

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

Signed Post Holder Date



Signed Headteacher Date 27.11.2026

Agreed: November 2026

Review: