



St Katharine's C.E (V.A.) Primary School

Job description: Office Administrator

Grade: 4 SCP: 6 - 9

Responsible to: Senior Officer – School Business Manager

Expectations of all staff at St Katharine's:

- Put the wellbeing of our children first
- Support the Christian ethos of the school, promoting and developing its distinctive Christian character, including the school's values, worship and spirituality.
- Be part of a team, showing respect for others and being positive about the work of the school
- Show integrity and be accountable for the work you do in our school
- Follow safeguarding procedures and policies within the school, keeping up to date and following new guidance

Job purpose: Office Administrator

MAIN RESPONSIBILITIES:

Main responsibilities – (any combination of these tasks OR specific areas of work allocation can/will occur)

1. Reception Desk Duties

- To cover all reception duties as requested/required.

2. Administrative Duties

Carry out any/all administration, reporting, control, tasks as required/instructed in the following areas of work:

- The student database Arbor – all aspects
- Price quotations – cost control and reduction
- Form design and implementation
- Support of the Head Teacher and SLT
- External, Internal clubs
- School events, trips, residential trips, shows and representation
- Lettings and school hire
- Special Educational Needs
- First Aid, EHP's and medicines
- Health and Safety
- DBS register checking – general safeguarding
- SEN and Pupil Premium
- Meeting minute taking
- Scheduling meetings and events
- School swimming programme
- Hot school meals
- Allergies and special diets
- Music tuition and hire
- School email accounts
- Parents Evening
- Childcare vouchers
- Meeting room bookings
- Music peripatetic teachers

- Assist with the Census – student
- Assessment data
- Start and End of Year administration on all systems
- School Data and transfers
- School website
- Health and safety bring up diary
- Risk assessments
- Student admissions and appeals
- Student attendance
- Educational visits (EVC assistance)
- School performance data
- School policies
- Photocopiers
- School photos
- Report building
- Activity clubs

3. Finance Duties, HR and Payroll Duties (segregation of duties included in allocation of tasks)

Carry out any/all administrative, reporting and control tasks as required/instructed in the following areas of work:

- Process authorised orders
- Process deliveries
- Chase unpaid payments
- Petty cash administration
- Invoice administration
- Stock taking – stock upkeep
- Charge card administration
- Student refunds - Arbor
- Process payment charges for students on Arbor
- Assist when required in the reconciliation of Arbor payments received
- Allocate and process any manual monies received
- Assist with the preparation of manual banking
- Check BACs run detail reports
- Financial payment chasing and reminders to parents/carers.
- Assist with school inventory checking
- Staff sickness/absence
- Single central register – CPOMs
- Employment checks – all aspects
- Overtime, supply hours, additional hours processing
- Assist with the work force census
- Recruitment campaigns
- Staff CPD and training
- Finance data capture
- School trip/swimming/music finances
- WONDE
- Childcare voucher processing
- Lettings
- Supplier maintenance
- Debt collection

St Katharine's C.E. Primary School is dedicated to safeguarding the welfare of our children and this post will be subject to a DBS check.

@ 11.07.25