



Rack House Primary School

JOB DESCRIPTION

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| POST TITLE: | Admin Officer (Temporary until August 2026) |
| GRADE: | Grade 3 Point 4 £24,404 - £25,183 pa pro rata |
| HOURS OF WORK: | 20 hours a week term time plus 5 inset days |
| REPORTS TO: | Business Manager |
| RESPONSIBLE FOR: | A safe, secure and welcoming environment into Rack House Primary School and maintaining the day-to-day administrative elements of the school. |

MAIN PURPOSE

Be the main contact person for all parents and visitors to the school and support the Business Manager in all aspects of the day-to-day running of Rack House Primary schools' administration. As the public face of the school, you will be expected to maintain and promote the ethos of the school in all your dealings with pupils, parents and visitors.

JOB PROFILE

Main elements of the role

- Providing a professional and welcoming reception service.
- Controlling access to the school, logging visitors on and off site and issuing appropriate badges to visitors.
- Answering the phone and relaying messages to staff efficiently and effectively.
- Receiving and distributing incoming letters and parcels and taking mail to the post office.
- Supporting the Business Manager in helping with admissions enquiries and issuing prospectuses and providing other additional assistance as requested.
- Helping to arrange tours of the school for prospective families.
- Assisting with the organisation of open days, parents' evenings, performances and other school functions.
- Organising school trips and events, visitor assemblies etc.
- Support the organisation of after school clubs and maintain registers

- Keeping the main reception areas clean and tidy and providing visitors with refreshments.
- Supporting the administration work of the office, Business Manager and Headteacher e.g. typing letters
- Providing reprographics support.
- Maintain ParentPay cashless system with support from the Finance Officer
- Maintain SchoolPing parent messaging service
- Meeting any other reasonable request that helps with the efficient running of the school.
- Maintain and update pupil records in Arbor and CTF transfers to ensure accurate information is stored securely and available for use by appropriate personnel only.
- Contribute to the operation of the school and nursery waiting list.
- Receive goods and other items, ensuring they are passed to the correct budget holder.

SUPPORT OR THE SCHOOL

- Maintain high professional standards of attendance, punctuality and appearance.
- To be aware of and support difference and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of Rack House Primary School.
- Maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- Any other duties commensurate with the grade as directed by line manager.