



Office Manager / Senior Administrator

Job Description

September 2025





Job Description for Senior Administrator / Office Manager

Post Title	Senior Administrator / Office Manager
Scale	Grade 5 Point 12 to 16
Hours	37
Responsible to	Headteacher / School Business Manager

Job Purpose

Assist with financial and Administrative systems including FMS6, SIMS and the organisation and day to day running of the school office under the direction of the School Business Manager.

Main Duties & Responsibilities

Organisation

- Under the direction of the School Business Manager be responsible for the administration duties relating to all areas of school finance including orders, invoices and school fund.
- Be responsible for the day-to-day organisation and running of the school office
- During busy times to support other office staff with reception duties, answering general telephone and face to face enquiries
- Deal with deliveries and assist with the organisation of school resources, archives and reprographics
- Support Office administrative procedures and systems
- Attend training and development where necessary

Administration

- Under the direction of the School Business Manager be responsible for raising purchase orders, processing of invoices for payment and management and maintenance of school fund records in line with School Financial Procedures.
- Contribute to the maintenance of School Information Management System (SIMS) for pupils and staff including running reports as required
- Provide administrative support including word processing, and other administrative tasks
- Administer the school's admissions and withdrawal procedures, maintaining accurate numbers on roll.
- Be responsible for producing basic reports, information and data as requested for the completion and submission of forms, returns etc., including attendance and liaising with outside agencies
- Under direction of the Business Manager to be responsible for marketing and promotion including the preparation and production of all school publications
- Provide advice and guidance to staff, pupils, parents and others
- Administer prescription medicines as required in line with school's Medicines in School policy.

Resources

- Maintain SIMS Personnel module, submitting weekly absence returns appropriately
- Assist with management of resources, including being responsible for the regular audit of resources
- Assist with and undertake delegated tasks in financial administration procedures related to school resources
- Undertake general financial administration such as processing cash, cheques, orders, invoices
- Support the Business Manager with procurement and be responsible for obtaining quotes in line with established procedures



- Monitor and maintain the school's cashless income system in respect of School Dinner money and School trip money.
- Maintain the balance of the school fund, recording finances correctly for the purposes of school fund audit
- Collect, check and bank all monies relevant to school activities such as charity collections as outlined in the financial procedures manual
- Any other duties appropriate to the grade subject to reasonable adjustments under the disability discrimination act.

Responsibilities

- Comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, reporting all concerns to an appropriate person
- Maintain the confidentiality of all the school's records in relation to staff and pupils, in line with the latest requirements of the GDPR and freedom of information act.
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies/professionals
- Share expertise and skills with others
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use them to advise and support others.

Signature of Manager:

.....

Signature of post holder:

.....



Person Specification: Job Description for Senior Office Administrator

	Essential	Desirable	How
Qualifications	<ul style="list-style-type: none"> NVQ Level 3 in School Administration or equivalent further/higher education qualification Good literacy, numeracy and IT skills 	<ul style="list-style-type: none"> Further IT qualifications 	Application
Experience	<ul style="list-style-type: none"> Knowledge of relevant policies/codes of practice Experience working in an office environment, preferably within an education setting, including the use of IT based and data base systems. Knowledge and experience of Raising Purchase orders and Processing Invoices for payment in a maintained school environment 	<ul style="list-style-type: none"> Experience of using Cashless systems for collection and monitoring of School Dinner money income Experience of using SIMS systems 	Application and Interview
Skills / Abilities	<ul style="list-style-type: none"> Well-developed interpersonal skills and the ability to work collaboratively as part of a team. Show initiative and shares good practice. Effective use of IT packages. Competent use of administrative equipment / resources 	<ul style="list-style-type: none"> The ability to communicate well with pupils, parents and visitors to the school. 	Application and Interview



	<ul style="list-style-type: none"> • Proven written, oral and communication skills • An understanding of the requirements and demands of school administration • Ability to identify own training and development needs and cooperate with means to address these 		
Personal Qualities	<ul style="list-style-type: none"> • Highly motivated with high expectations, a positive attitude and a good sense of humour • Excellent self-management skills including the ability to plan and organise one's time effectively • The ability and willingness to work in partnership with other members of the School team • A high level of personal integrity and flexible approach to responsibilities. • An approachable professional who responds well to and offers constructive advice • Ability to relate well to children and adults • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these 	<ul style="list-style-type: none"> • 	Application and Interview

Grade 5 Senior Office Administrator



Other	<ul style="list-style-type: none">An awareness, understanding and commitment to equal opportunities		Application and Interview
-------	---	--	---------------------------

