ST PETER'S

Church of England (VA) Primary School

Mill End, Rickmansworth

JOIN OUR SCHOOL OFFICE / RECRUITMENT DRAFT

Office Administrator

Make a difference at the heart of school life.

32.5 hours per week

8.30am-3.30pm, Monday to Friday

40 weeks per year, including two weeks of holiday work

Proposed grade: H3-H4, depending on experience

Pay grade carried over from the source; confirm before publication.

One Family, Aiming High, Learning Together with God

St Peter's is seeking an organised, personable and proactive Office Administrator to help keep our school running smoothly. You will be a welcoming first point of contact for families and visitors, providing accurate, efficient support for staff and pupils.

This is a **busy, dynamic and demanding role**, with changing priorities and frequent interruptions. You will need to stay calm under pressure, use your initiative, anticipate what needs doing and follow tasks through, while knowing when to seek guidance.

What you will take ownership of

- **School trip administration:** coordinate bookings, transport, consent forms, payments and records, working with trip leaders on the required paperwork.
- **Ordering, stock and materials:** process approved orders, monitor supplies, track deliveries and keep stationery and school materials organised and available.
- **A responsive school office:** support reception, attendance, pupil records, communications and the daily administrative needs of the school.

Interested in joining St Peter's?

For enquiries, contact schooloffice@spmillend.herts.sch.uk or 01923 773240.

Before publication: add the application method, closing date, interview date and start date; confirm salary and contract type.

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ROLE PROFILE / DUTIES AND PERSON SPECIFICATION

A proactive, organised approach

Reports to: Headteacher | Works closely with: School Business Manager

Reception, attendance and pupil administration

Welcome families and visitors; manage calls, emails and post; follow visitor safeguarding procedures. Maintain accurate attendance, admissions and pupil records, including absence follow-up, reports and year-end processes. Liaise professionally with families, colleagues and external agencies, handling confidential information with discretion.

School trips, clubs and events

Coordinate the administration of trips, visits, sports fixtures, clubs and school events. Arrange bookings and transport, issue information, collect consents, monitor payments and maintain participant records. Support trip leaders with risk assessment documentation and relevant medical information, escalating missing information promptly.

Ordering, stock levels and school materials

Place approved orders for stationery, classroom materials, supplies and equipment within agreed procedures. Monitor stock levels and anticipate replenishment needs. Track orders, check deliveries against orders, follow up shortages and discrepancies, and maintain clear records. Keep supplies organised and accessible, liaising with staff and the School Business Manager to support value for money.

Communications, systems and wider support

Prepare and proofread letters, newsletters and other school communications; support website updates and parent consultation arrangements. Maintain office systems, policy records and staff training logs. Administer school meal payments and milk arrangements; provide clerical and reprographic support, including for the parent association when reasonably requested. Support pupil welfare and medical administration, with first aid duties subject to appropriate training. Undertake other reasonable duties appropriate to the role.

What we are looking for

- **Essential:** strong organisation, accuracy and written and verbal communication; confidence using Word, Excel, email and digital systems; English and maths at Level 2 or equivalent.
- **Personal approach:** initiative, sound judgement and practical problem-solving; the ability to prioritise competing demands, meet deadlines, work flexibly and remain welcoming under pressure.
- **Commitment:** confidentiality, safeguarding, teamwork and support for the school's Christian ethos. Willingness to complete required safeguarding and first aid training.
- **Desirable:** school office experience; familiarity with Arbor or a comparable school information system, attendance processes, trip administration and purchasing.

Safeguarding

St Peter's is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Appointment is subject to an enhanced DBS check and the school's required pre-employment checks.

School identity, vision and contact details: www.spmillend.herts.sch.uk