



Senior Administrative Officer Job Description

Reports to: Headteacher

Location: Beaulieu Village Primary School and South Baddesley CE Primary School and Nursery

Salary Grade: E Grade

Contract Type: 30 hours per week, 40 weeks per year, split over two sites.

Hours of work:

Purpose of the Role

To lead and manage the administrative services of the school, ensuring efficient, effective and secure operational systems. The postholder supports the senior leadership team in HR administration, financial management, compliance and premises oversight, contributing to the smooth running of the school.

Key Responsibilities

1. Staff Management & Recruitment

- Lead recruitment for administrative and support staff, including:
 - Advertising vacancies
 - Shortlisting candidates and coordinating interviews
 - Preparing contracts and onboarding documentation
- Ensure safer recruitment practices in line with statutory guidance
- Maintain the **Single Central Record (SCR)**, ensuring all checks (DBS, right to work, qualifications) are accurate and up to date
- Identify and coordinate staff training and development
- Supervise administrative staff and support performance management processes
- Manage conduct issues and undertake first-line disciplinary action

2. Health & Safety and Premises

- Undertake and/or oversee Fire Risk Assessments, COSHH assessments and Health & Safety Risk Assessments and Checks
- Ensure compliance with statutory regulations
- Take appropriate action on identified risks or escalate where necessary



3. Financial Management

- Support the Headteacher in preparing and monitoring the school budget
- Provide recommendations on spending priorities
- Ensure financial efficiency, value for money, and compliance with financial regulations

4. Supply Cover for Teacher Absence

- Arrange supply staff cover if necessary
- Maintain accurate records and ensure cost-effective deployment

5. Procurement & Purchasing

- Source and manage suppliers
- Ensure best value and compliance with procurement policies
- Advise staff on purchasing decisions

6. Stock Control

- Monitor stock levels (e.g. stationery and office supplies)
- Ensure continuity of supply through timely ordering

7. Customer Service & Complaints

- Manage enquiries from parents, visitors and stakeholders
- Handle complaints, resolving or escalating as appropriate

8. Cash Handling & Financial Systems

- Manage cash, payments and financial records
- Maintain secure and accurate financial systems

9. Site Security & Key Holder

- Act as key holder for the school premises
- Ensure buildings are secure at all times

10. Office Management

- Develop and implement effective office systems and procedures
- Ensure efficient administrative operations

11. Funding & Income Generation

- Support and prepare bids for additional funding



- Assist with income generation initiatives
- Manage school lettings and related administration

12. Payroll & Funding Compliance

- Ensure payroll submissions meet deadlines
- Support accurate processing of funding and grant submissions
- Attend Resource meetings on a termly basis

13. Operational Flexibility

- Work across two schools
- Adapt duties to meet the needs and size of the school

General Responsibilities

- Promote safeguarding and welfare of children
- Comply with school policies and procedures
- Maintain confidentiality and data protection standards
- Contribute to the wider life of the school

Some of these tasks will be localised to either school. The full list of responsibilities will not be required at both schools.



Person Specification – Senior Administrative Officer

Essential Criteria	Desirable Criteria
Qualifications	
GCSEs (or equivalent) including English and Maths	Relevant administrative, business, or management qualification
Experience	
Experience in a senior or supervisory administrative role	Experience working in a school or education setting
Experience of managing or supervising staff	Experience within the public sector
Experience of financial administration and/or budget monitoring	
Knowledge & Skills	
Knowledge of safer recruitment practices and safeguarding requirements	Knowledge of school financial systems and processes
Understanding of Single Central Record (SCR) compliance	Understanding of health and safety regulations in a school
Strong administrative and organisational skills	Experience with procurement and contract management
Excellent attention to detail (especially statutory records)	
Strong IT skills (e.g. Microsoft Office, MIS systems and google)	
Ability to prioritise workload and meet deadlines	
Effective communication and interpersonal skills	
Personal Attributes	
Professional, approachable, and reliable	Proactive approach to problem-solving
High level of integrity and confidentiality	Commitment to continuous professional development
Strong leadership and team management capability	
Ability to work under pressure and adapt to change	
Other Requirements	
Willingness to act as a key holder	Flexibility to work across multiple sites
Commitment to safeguarding and promoting welfare of children	