Administration Officer

Fixed Term for 1 Year
Maternity Leave Cover
(Term Time Only)

Elm Wood Primary School

Carnac Street
London
SE279RR

Application Pack 2026

ELM WOOD
PRIMARY SCHOOL

Welcome from the Headteacher

We wish you a warm welcome to Elm Wood Primary School. Elm Wood is an inclusive and vibrant school, located at the heart of our local community. We value and celebrate our local ties, building strong partnerships with all our stakeholders. At Elm Wood Primary, we ensure that our values, through our Elm Wood Promises: Perseverance and Resilience, Success and Excellence, Kindness and Respect are at the heart of our interactions and relationships with our entire school community.

At Elm Wood, we affirm the boundless potential of every individual to achieve excellence. We seek to establish rich learning opportunities, which inspire progress, celebrate effort and challenge underachievement. We are relentless in our efforts to remove barriers to all children achieving. We consider the well-being and empowerment of our children, as central to this aim. Our work is to ensure that Elm Wood children can identify examples of excellence around them and that they are able to recognise their own brilliance in these examples.

As a school community we believe we are most empowered when every child, irrespective of background is able to build their self-esteem, by recognising excellence in themselves. During current and future challenges, we remain determined to maintain and refine our practice as a wholly inclusive place of learning. We are and will continue to be an environment within which every child not only feels happy and safe but also has opportunity to thrive.

At Elm Wood, we value the voices of all members of our school partnership. We enjoy a rich tradition of parental support and professional dialogue, toward maximising positive outcomes for children. Our curriculum and vision is broad, balanced, relevant and 'futures-focused'. We seek to support our children in their journey as lifelong learners, through enriching exchanges and an environment that is attractive, stimulating and inspiring.

We continue to dedicate ourselves toward providing rich opportunities for learning in the present, whilst preparing our children for dynamic and successful futures in an ever-changing world.

Think about your skills, expertise and ambitions carefully and apply for a post with us if you like what you see. I encourage you to familiarise yourself with our website for more information. We are an ambitious school and are keen to recruit the very best School Business Manager to join our fantastic team.

We welcome visits to our schools, please contact us via emailing office@elmwoodprimary.co.uk

Mrs J Leith
Headteacher

How to Apply

Please email your completed application form and supporting statement to office@elmwoodprimary.co.uk

Shortlisted candidates will be notified by telephone and also by email. **We will take up references of shortlisted candidates prior to interview**. Unfortunately, due to the very high level of response we receive for posts at Elm Wood Primary School, we are unable to inform applicants if they have not been shortlisted and feedback will only be provided if you have had an interview.

Our Ethos and Mission

Our core focus is a holistic approach to the development of the whole child so that all pupils leave our schools as creative, confident, curious members of their communities.

- Creative
- Confident
- Curious

By the end of Year 6 our aim is to ensure that all pupils will:

- Have a strong sense of their identity and feel empowered to be active participants in their communities
- Have a strong sense of agency in their education
- Be emotionally literate and have the skills to nurture themselves and each other
- Understand the importance of and how to keep themselves mentally and physically well
- Have strong foundational skills in reading, writing and maths, ready for their next stage in life and beyond
- Have a love of learning, including interests and passions, across a broad range of subjects
- Develop a sense of identity in what they are studying – have the knowledge and skills to view themselves as scientists, historians, mathematicians etc.

Elm Wood primary school is striving to provide our children with the best of both worlds: the resilience, continuity and educational best practice of a highly collaborative and dynamic Elm Wood, and the warmth, personality, and distinctive identity of a local community school.

We recognise the potential of every individual to achieve excellence. We strive to positively address underachievement and have very high expectations for all members of our school community. We work hard to creatively remove barriers to achievement and raise esteem. We are determined to create a true culture of “learning for all” through meaningful partnerships with the whole Elm Wood community. We aim to deliver a creative curriculum in an optimum learning environment that is attractive, stimulating, informative and instils a sense of pride. Everyone works to provide a welcoming, calm, happy and purposeful atmosphere. Consideration, encouragement of positive role models, respect for others, their property and the environment are our priorities.

From our stated aims, the whole Elm Wood community works to achieve the following objectives:

- A happy, calm and nurturing Elm Wood community;
- Engaging learning through a dynamic and creative curriculum
- Mutual respect and understanding;
- An inclusive education free from discrimination;
- Removing barriers to allow everyone to achieve
- Actively responding to pupil voice
- Building resilience and love of learning
- Refining our practice through evidence-based research.

Job Description including Main Duties and Responsibilities

Start date	TBC
Salary	Scale 5 -Spinal Point 12 to 15
	FTE Salary £34,359 to £35,892 pro rata
	(Actual Salary £29,685 to £31,009)
Contract	Fixed Term for 1 year, Term Time Only
Responsible to	Headteacher
Application deadline:	12 noon – Thursday 19th March 2026
Interview Date:	Week beginning Monday 23rd March 2026
	Completed application should be sent to: office@elmwoodprimary.co.uk

Purpose of Job

1. To co-ordinate all administrative functions in order to assist in the smooth running of the school.
2. To deal with enquiries from parents, pupils, staff and members of the public face to face, in writing or over the telephone as required.
3. To assist in the maintenance of the school's computerised databases of pupil & staff information.
4. To provide administrative support to the SAO, Headteacher and Business Support Team, as appropriate

Main Responsibilities

1 **Responsibility for assisting in managing the school office**, including:

- As delegated by the Senior Administration Officer (SAO) co-ordinate office work with other members of the office staff team to ensure the school office is organised efficiently and effectively.
- General word processing.
- Responsible for administration of school dinners.
- To be responsible for the dissemination of reports, letters, newsletters and other publication materials as and when required using appropriate software.
- Sending out key messages, using various types of communication mediums to parents/carers, staff members, governors and other stakeholders.
- To maintain office systems and procedures and to recommend, develop and implement new procedures and office systems to meet the rapidly changing needs of the school.
- To make full and appropriate use of available ICT at the school and develop computer-aided administration which supports the work of the school.
- To arrange for the ordering of the administrative supplies and equipment and where appropriate other general supplies, ensuring that delivery notes and invoices are checked and passed on to the Finance Officer.
- To carry out any other relevant administrative duties to meet the needs of the school as and when required

2. Dealing with visitors or enquiries to the school office:

- To assist with general office duties including the handling of incoming and outgoing posts / emails, telephone enquiries,
- Presenting yourself in a professional manner and dealing with visitors in a helpful and courteous way which reflects the ethos of the organisation.
- Ensuring that accurate responses are given or referring enquiries on to other members of staff as appropriate.

3. Assisting in the maintenance of the various school computerised databases of pupil and staff information, including:

- Maintaining the school's database of pupil attendance records, liaising with teachers and the LA Support Services as appropriate.
- To ensure that both manual and computerised pupils records are properly maintained and regularly updated. This will include the transfer of pupils' records to other schools.
- Maintaining electronic staff records.

4. To provide administrative support to the school teachers as appropriate, including:

- Assisting staff in contacting parents and pupils where necessary, liaising with the teacher on outcomes.
- Maintaining a confidential filing system.
- Administration of school visits e.g. arranging transport.
- Organise transport for school visits and residential trips.
- Receive, check and promptly distribute delivered goods.
- Prompt reconciliation of delivery notes with orders and informing budget holders when their order is ready for collection.

5. Other duties and responsibilities consistent with the grade of the post

Functional Links

- Contact with the School's Business Manager, Senior Human Resources and Administration Officer and members of the Leadership Team to ensure and contribute to the efficiency of the school.
- To liaise with all officers of Lambeth Council and the LA.
- This post holder will have regular contact with providers of goods and services, members of the public, governors, and Senior Leadership Team members.

Other Relevant Matters

1. The post holder may be required to attend meetings of the School Governors or similar meetings on an occasional basis.
2. Note taking at Governor or similar meetings on an occasional basis.

Personal Specification

Essential Requirements

Relevant Experience

- Experience of engaging effectively with the public verbally and in writing.
- Experience of using information systems including computerised systems and databases.
- Experience of providing administrative and secretarial support within a busy school environment.
- Proven commitment to equal opportunity policies.

Knowledge, Skills and Abilities

- An understanding of the functions and duties of a locally managed school in the context of a local authority.
- Ability to engage with a range of stakeholders in a clear, professional and pleasant manner. This will include the ability to communicate effectively with a range of people face to face, in writing and over the telephone.
- Ability to undertake administrative, secretarial tasks and the development of effective office systems and procedures.
- Ability to use information technology for attendance monitoring, word processing, spreadsheets and databases and excellent typing skills.
- Ability to work successfully as part pf a team, establishing effective working relationships and flexible working practices.

- Ability to supervise, motivate and develop staff to achieve a flexible, responsive workforce to support the work of the school admin office.
- Ability to work under pressure in a constantly changing and demanding environment.
- To demonstrate good skill levels in literacy, numeracy, communication and time management.
- A good understanding of equal opportunities issues as they affect pupils and their families.
- Displays a commitment and an ability to contribute to the protection and safeguarding of children and young people; or has an up to date knowledge of relevant legislation and guidance in relation to working with and the protection of children and young people.

Qualifications

- GCSE English and Maths (A to C) or equivalent.
- Certificate School Administration (CSA), or at present studying, or willingness to study for this qualification.
- Accountancy or book keeping qualification is desirable.

Safeguarding

You are required to remain vigilant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Headteacher any incident of this nature you witness, hear about or suspect

Equal Opportunities

You are required to:

- Implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.
- Take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

Health and Safety

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedure and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.

Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems.