

Liberty Primary School

Liberty opens the doors to opportunities



Job Description for Admin Officer

Post: Administration Officer

Appointment Start Date: TBC

Contract Type: Full time, Permanent

Salary/Grade: ME6

Hours: 35 hours per week, 40 weeks per year (39 weeks term time)

Location: Liberty Primary School, Western Rd, Mitcham, Surrey CR4 3EB

Responsible to: Operations Manager & Headteacher

Job Purpose: To provide a welcoming and efficient front-line service to visitors, parents, staff and pupils, and to ensure the smooth and professional operation of the school's administrative functions.

School Communications & Parent Liaison	<ul style="list-style-type: none">Manage reception, welcoming visitors, taking phone messagesManaging the liberty@liberty.merton.sch.uk inbox.Process school communication including letters, calls and emails.Assist with general administrative tasks such as stationery stock control, distributing resources, and maintaining office equipment.Assist with coordination of medical visits (e.g. vaccinations, inspections).
Attendance & Admissions	<p>Responsibility for whole school admissions for Reception, Nursery and in-year starters including:</p> <ul style="list-style-type: none">Liaising with Merton, checking SAMS and making offers to parentsScheduling teacher meetings and issuing starter packsCollecting information and ensuring Birth Certificates have been seen and Parental contact information is on SIMS. <p>Responsibility for the maintenance/scrutiny of whole school attendance including:</p> <ul style="list-style-type: none">Checking registers are completed for morning and afternoon sessions, including correct marks usedCalling parents on first day of absence and maintaining records.Maintaining a persistent absence tracker spreadsheetWorking closely with the Education Welfare OfficerIdentifying those pupils whose attendance requires monitoring
Pupil Records & MIS	Maintain and update the pupil database (currently SIMS), including: <ul style="list-style-type: none">Admissions, leavers, transfers & free school meal eligibilityPupil census returnsProcess secondary transfer data and prepare files for new starters.To complete the Year 6 transitional grid

Financial Administration (Support Role)	<ul style="list-style-type: none"> Process purchase orders, confirm deliveries, and liaise with suppliers. Administer income and payments for school dinners, trips, and clubs using ParentPay. Assist with the maintenance of financial records for school services (e.g. School Journey, termly clubs).
Support to the Headteacher	<p>Provide courteous reception and administrative support to the Headteacher, including:</p> <ul style="list-style-type: none"> Handling calls, emails, and correspondence Arranging hospitality for visitors Filing and recordkeeping Prioritising urgent matters
Joint Administrative Responsibilities	<p>Work collaboratively with the administrative team to ensure smooth school operations.</p> <ul style="list-style-type: none"> Support pupil data management (e.g., SIMS). Provide high-quality reception service to parents and visitors. Respond to general enquiries by phone, email or in person. Maintain a tidy, efficient, and safe office environment. Support first aid/welfare procedures for unwell or injured children (as required).
Safeguarding, Data Protection & Compliance	<ul style="list-style-type: none"> Follow all school safeguarding procedures, ensuring that all visitors are appropriately checked and recorded. Ensure the confidentiality and integrity of all school data. Administer DBS and pre-employment checks for new staff and volunteers. Assist with statutory and non-statutory returns and audits (e.g. Census, workforce return).