



Bigland Street, London E1 2ND

Tel. 020 7702 7088

Senior Admin Officer

Salary:	Scale NJC Scale 2 to 4 (£29,286 to £32,346) based on qualifications and experience		
Hours:	35 hours per week, 8:30 AM to 4:30 PM or 8:00 AM to 4:00 PM (based on the needs of the school)		
Start date:	1 September 2025	Closing date	Friday 20 June 2025 by 12:30 PM
Interview:	Week beginning 23 June 2025; Only short-listed candidates will be informed by email		

The successful candidate must have relevant qualifications and a good understanding of school admin. They will have a good grasp of processes involved for the smooth running of a busy school office. The successful candidate will work alongside highly skilled people and have the opportunity to further develop their own skills to leadership level with some line management duties (depending on experience).

Ideally, the candidate will have experience of admin, HR and finances in a school or similar settings. The post is open to candidates who may have similar experience in other sectors and is good at following guidance to learn quickly.

There will be good provision for CPD and training for the post-holder. Bigland Green offers:

- curious children who are eager to learn, and have good support from parents;
- highly skilled staff members with a strong attachment to the school's mission;
- admin and finance staff members who work as a strong team;
- a highly supportive governing body.

Bigland Green Primary is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance. We are dedicated to equality and valuing diversity.

Potential candidates are strongly welcome/encouraged to visit the school. Please telephone or email to arrange a visit or an informal conversation with the headteacher.

How to apply: For an application form, please visit our website
<https://biglandgreen.towerhamlets.sch.uk/vacancies/>

Please return your application to: **enquiries@biglandgreen.towerhamlets.sch.uk**

Job description for the Senior Admin Officer



Responsible to:	Office Manager/Headteacher
Salary:	Scale NJC Scale 2 to 4 (£29,286 to £32,346) based on qualifications and experience
Hours:	35 hours per week, term time only

Purpose of the Role:

To support the Office Manager in their responsibilities to ensure the efficient management of the school office and its operations. Also to oversee the smooth running of the school office in the Office Manager's absence. Assist in the effective administration of the school, contributing to safeguarding processes, and maintaining a welcoming and professional atmosphere for all stakeholders.

Key Responsibilities and Duties:

1. Staffing

- Maintain contact details for all staff members – so that they are up-to-date and accurate.
- Maintain accurate staff sickness and absence records using school's MIS system.
- Perform staff absence-related tasks as delegated, such as managing leave of absence requests and cover arrangements.
- Assist with recruitment and selection processes, including preparing and maintaining files for new staff and ensuring all induction processes are completed (e.g. DBS and other compliance checks)
- Line manage administrative support staff in the absence of the Office Manager and participate in their performance management.

2. Pupil Database Management

- Maintain the school's pupil database, ensuring it is accurate and up to date.
- Prepare census returns and reports as required.
- Regularly update pupil records and manage their transfer to other schools when necessary.
- Monitor and maintain accurate pupil attendance records.
- Notify the Local Authority about families on extended leave and manage fine-related processes.

3. Administrative Support and Communication

- Admit new pupils following agreed procedures and oversee the admin of school trips/visits.
- Manage the administration of secondary school transfers and related tasks.
- Draft letters, newsletters, reports, and other documents as needed or directed.
- Maintain and manage office stationery stocks.
- Keep the school website up to date with relevant information.
- Disseminate reports, newsletters, the school prospectus, and other communications to parents and the wider community.

Safeguarding Contributions

- Ensure adherence to safeguarding policies and practices in all responsibilities.
- Collaborate with the Office Manager and staff to maintain effective safeguarding records and procedures.

Person specifications and selection criteria

Essential (text in black ink)

Desirable (text in green ink)

Qualifications & Knowledge	a	GCSE grade A-B (6 or above) in English and mathematics
	b	A'Level in English and mathematics and/or a relevant degree
	c	Sound knowledge of school administration requirements
	e	Understanding and commitment to maintaining excellent attendance and punctuality A clear understanding of workplace professionalism, particularly in relation to privacy and confidentiality
	f	An understanding and commitment to all aspects of equal opportunities
	g	Understanding of and commitment to Bigland Green's mission and vision

Skills & Experience	a	Experience of working with administrative software e.g. MS Word, Excel, Publisher
	b	Experience of using school administrative systems e.g. RM integris, MyView
	c	Strong organizational and multitasking skills to manage a variety of responsibilities.
	d	Effective communication skills (both oral and written)
	e	Good organisational and interpersonal skills and ability to meet deadlines
	f	A good standard of experience with using new technology to support admin tasks
	g	Excellent communication skills for interacting with staff, parents, and external stakeholders.
		Leadership capabilities to manage staff in the absence of the Office Manager

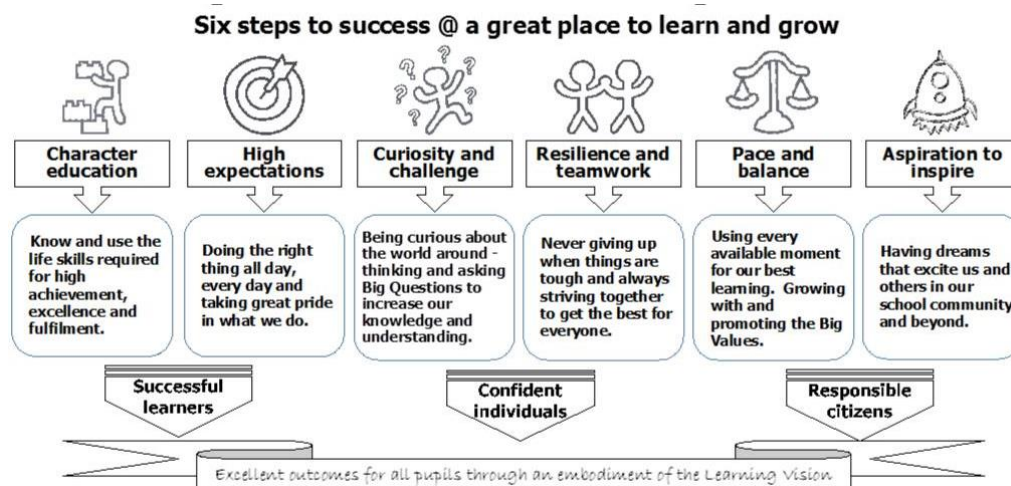
Others	a	A positive 'can-do' attitude and commitment to assisting others in your team
	b	Hardworking, resilient and professional
	c	Resourcefulness, enthusiasm and flexibility to work under pressure
	d	Commitment to own continuing professional development and to supporting the professional development of others
	e	Commitment to the highest standards of safeguarding and child protection
	f	Flexible in approach and attitude, willing to do what is needed.
	g	The post holder will undertake any other duties required commensurate with the grade, and seniority of the post
		Attention to detail to ensure accuracy in maintaining records and documentation.

If you feel you can contribute to the school's mission and it's Learning Vision as a Senior Admin Officer, then we would like you to make a strong application.

Bigland Green Primary School's mission is to provide teaching and learning that helps children to become:

- *confident individuals* who enjoy learning, make progress and achieve;
- *successful learners* who are able to live safe, healthy and fulfilling lives, and;
- *responsible citizens* who make a positive contribution to society and the world.

The school has identified six steps to achieving its mission. These six steps to success are encapsulated in the school's **Learning Vision**. All key stakeholders (pupils, staff, parents, governors & volunteers) strive for the full implementation of the Learning Vision.



Bigland Green ~ a great place to learn & grow