

LINDEN PRIMARY SCHOOL		
Job Title:	Administration and Communications Officer	Grade 5
Conditions of Service: 23.5 hours per week Term time only – 39 weeks (including INSET) per academic year. Leave to be taken during school holidays.		

JOB PURPOSE

- Assist in the effective and efficient running of the school office.
- Ensure effective communications between the school and parents.

Role Responsibilities

- Manage communications with parents, carers, staff and all other internal and external stakeholders.
- Produce and distribute the school newsletter.
- Manage and update the school's website to ensure statutory compliance. Highlight any areas of non-compliance to the Headteacher or School Business Manager for action. Update content relating to upcoming events, newsletters, curriculum news, class news, photos, staffing and topics.
- Administer the school diary.
- Oversee the school admin email address.
- Set up and administer afterschool activity clubs. Prepare registers for club leaders and communicate any changes to them as necessary.
- Oversee school events and trips including booking venues and transport if required.
- Update and maintain school policy register in conjunction with the Head, SLT and Governors.
- Administer Parent Evenings.

School Administration

- Provide an efficient reception service for visitors, pupils and parents ensuring that the enquirer is dealt with in a positive, sensitive, and professional manner.
- Take responsibility for maintaining a welcoming, tidy and professional office area.
- Answer telephone calls promptly and deal with all enquiries in a sensitive, professional and compassionate manner. Record messages and promptly pass on as appropriate.
- Admit any late pupils, liaising with the Attendance Administrator to ensure absence is recorded appropriately. Accompany late pupils to their classroom if necessary.
- Support the monitoring maintain and monitor pupil database, updating as and when necessary
- Deal with incoming and outgoing mail and deliveries.
- Provide general clerical support to the Head Teacher, Senior Leadership Team and staff e.g. photocopying, filing, faxing, emailing, completing forms and responding to correspondence.
- Process medical and first aid records.

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting any concerns to an appropriate person.
- Maintain the confidentiality of all the school's records relating to staff and pupils, in accordance with the General Data Protection Regulations, compliancy and the Freedom of Information Act.
- Attend and participate in meetings and/or appropriate CPD as required.
- Contribute to and support the overall ethos, work and aims of the school.

Pastoral Care (when required)

- Deal with or report to the nearest member of teaching staff, incidents that are seen or reported regarding pupils' welfare.
- Liaise and oversee the organisation of visits with outside agencies.
- Oversee collection arrangements with parents to collect sick children.

Other Duties

- As directed by the Headteacher any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training.

Supervisory Responsibility

None

Supervision Received

Responsible to the School Business Manager

Principal contacts

All school staff, Governors, LA Officers, parents and visitors.

Special Conditions

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

The timing of hours worked will be negotiated between the post holder, the Headteacher and the School Business manager giving due regard to the cover required in the school office.

Elements of this job description and changes to it may be negotiated at the request of either the Head Teacher or the incumbent of the post.

The post holder will be expected to respect the confidentiality of any information received. Giving information to parents or others outside of the school staff without express permission could result in disciplinary action.

The post holder is subject to DBS vetting checks. The post holder is responsible for keeping up to date with key procedures at the school.

Linden Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment.

Date updated September 2026

Job description updated by School Business Manager