



Woodside Primary School

Office Administrator

30 hours per week

Term time only

Permanent



www.woodsideschool.co.uk

Welcome to Woodside

Thank you for your interest in the role of Office Administrator at Woodside Primary School.

We have high staff retention and vacancies for exciting roles like this are rare, so this a great opportunity for the right candidate to make a real contribution to our school.

Oswestry is an ancient market town in North-West Shropshire, on the border with Wales. We are surrounded by beautiful landscapes and great places to visit. Woodside Primary School is a large and popular school serving the community of Oswestry and surrounding villages. We are a three-form entry primary school from Reception to Year 6. We also have a Nursery offering part-time and full-time provision.

To support our parents and children we have wraparound care from 7.30am to 5.30pm providing a breakfast and afterschool club every weekday and during some school holidays.

We can offer the successful candidate the chance to be part of a caring, dedicated team with wonderful staff, committed trustees, a supportive community, and excellent facilities. We are committed to investing in staff professional development and have a clear policy on staff wellbeing. Staff can access a range of wellbeing services and are entitled to discounted wrap-around care if their children attend Woodside primary school or nursery.

We hope you find this application pack informative. If you would like to have an informal discussion and a tour of our school this is warmly welcomed. You can make contact via admin@woodside.shropshire.sch.uk or by calling 01691 652446.

Closing date: Tuesday 30 June 2026

Interview date: w/c 06 July 2026

We look forward to meeting you and to receiving your application.

Office Administrator

Job Description

Job title	Office Administrator
Reports to	Office Coordinator
Hours of work	30 hours per week, typically 8.20am - 3.20pm Monday – Friday (term time only)
Salary	Grade 5 Point 7 (Currently £13.69 per hour)

Purpose of Post

Under the direction/guidance of senior staff (Office Coordinator, Operations Manager and other members of the Senior Leadership team), provide comprehensive administrative support to the school.

Key responsibilities

Front office management:

- Greet and assist visitors, parents, students, and staff, providing a high standard of customer service, whilst ensuring safeguarding procedures are always upheld.
- Ensure all visitors are signed in and issued visitor badges. Direct visitors to the appropriate departments or personnel.
- Answer phone calls and respond to emails and inquiries.
- Maintain a professional and welcoming reception area.
- Assist with pupil first aid and welfare duties, looking after sick pupils, liaising with parents/staff, etc.
- Make booking arrangements for school trips and events.
- Schedule appointments for school tours, parents evening, etc.
- Liaison with parents.

Administrative support:

- Prepare letters, notices, and correspondence.
- Prepare paperwork and packs for new pupils.
- Log receipt and distribute all school post/parcels.
- Manage filing systems, databases, and office documentation.
- Support with scheduling appointments, meetings, and school events.
- Assist school leadership team with administrative tasks.
- Ensure all registers are completed and checked daily.
- Assist catering team to ensure all school lunch selections have been inputted in a timely manner.

- Daily communications with parents/carers through our school communication platforms, telephone and face to face, always remaining professional.
- Produce lists/data from manual and computer records as required e.g. pupil data.
- Maintain office and uniform stock and supplies, cataloguing and distributing as required.
- Undertake general financial administration e.g. processing orders, collecting and recording cash, assisting with banking.
- Assist with marketing and promotion of the school and school events.

Maintain student medical records

- Create and update student health records throughout the school year.
- Record medical conditions, allergies, disabilities, dietary requirements, and emergency health information.
- Obtain medical forms and health updates from parents, guardians, and healthcare providers.
- Verify that submitted information is complete, accurate, and signed where required.
- Follow up with families regarding missing or expired medical documentation.
- Administer medication for students when required.

First aid

- Undertake full paediatric first aid training.
- Respond promptly to students or staff requiring medical attention.
- Administer basic first aid within the scope of training and school policies.
- Contact emergency services when required.
- Notify parents, guardians, and designated emergency contacts.
- Record all accidents, injuries, illnesses, and first aid treatments provided.
- Complete accident and incident report forms accurately and promptly.
- Monitor first aid kits and medical supplies throughout the school.
- Replenish stock and arrange replacement of expired items.
- Ensure first aid equipment is accessible and properly maintained.

Other responsibilities

- Be aware of and comply with all school policies and procedures.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Any other duties that the Headteacher/Trustees feel is/are commensurate with the post.

Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

Data protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review by the Headteacher & Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Good standard level of education• 5 GCSE's or equivalent, including English and Maths	<ul style="list-style-type: none">• Paediatric First Aid qualification• NVQ Level 2 in administration or equivalent
Work or relevant experience	<ul style="list-style-type: none">• General clerical/administrative work• Experience of working in a fast-paced environment• Experience of communicating with members of the public	<ul style="list-style-type: none">• Experience of working in an educational setting or other relevant environment
Knowledge and Understanding	<ul style="list-style-type: none">• Good numeracy and literacy skills	<ul style="list-style-type: none">• Prior experience of SIMS, Teachers2Parents, School Money, Parent Pay, Parent Booking, Cypad
Skills and Abilities (relevant to post)	<ul style="list-style-type: none">• Strong ICT skills• Experience of Microsoft Word and Excel• Sufficiently fluent in spoken English to ensure effective performance in the role• Ability to prioritise tasks• Ability to adapt to change• Ability to take notes• Willingness to participate in training and development opportunities	<ul style="list-style-type: none">• Experience of Microsoft Outlook, SharePoint, PowerPoint, Forms• Ability to identify opportunities to improve efficiency and customer service
Personal Qualities	<ul style="list-style-type: none">• Strong communication skills• Ability to relate well to children and adults	

	<ul style="list-style-type: none"> • Ability to work well as part of a team • Flexibility and reliability • Ability to maintain confidentiality 	
Special Conditions	<ul style="list-style-type: none"> • Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check. 	

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check. All support staff posts are subject to the Asylum and Immigration requirements.