



OFFICE ADMINISTRATOR

Term: Full time (or part time job share considered)
37 weeks a year minimum (holiday to be taken in school closure periods)
Hours: 42 hours per week (8 - 4.30pm Monday to Thursday and Friday 8 - 4pm)
Reports to: All through Office Manager
Benefits: Salary from £24,000 (actual for term time plus 3 weeks) depending on experience (full time equivalent from £29,295)
Membership of Local Government Pension Scheme
Start date: November 2026 (or sooner)
Apply by: Friday 9th October (early applications preferred)

JOB DESCRIPTION

Job Purpose

To ensure the provision of a professional and efficient reception and administrative support to parents, pupils and visitors to the school. To ensure the smooth running of administrative processes for the Lower and Upper Junior departments. This role will be based at the Old Police Station site with some responsibilities at the Main School site.

Key Accountabilities

Reception/Office Duties

- Welcoming visitors and parents throughout the school day, ensuring appropriate sign-in procedures are followed.
- To answer the phone promptly and courteously and to regularly check voicemails.
- Manage the Lower School email inbox and respond in a timely manner, as appropriate.
- Manage registration administration and take appropriate action as required, inform relevant staff of any absences.
- Administration of the extracurricular club provision for the Junior Department
- Provide administrative support to the Junior Senior Leadership team as required and wider SLT if required.
- Administration of Junior department school trips and uploading payment items for trips to the payment system and follow up non payment and consent.
- Support with administration of other Junior Department after school activities including wrap around care and transport.

Medical/Pupil Care

- Administer first aid and prescribed medicines to pupils as required and liaise with parents over illness/absence.
- Ensure medical forms and healthcare plans are appropriately completed for pupils in the Lower Juniors.
- Keep up to date with the latest health and safety guidance.
- Ensure sufficient first aid supplies are available and stock maintained at Lower School.

Other Duties

- To be aware of and comply with school policies and procedures and report concerns as appropriate.
- Manage Junior office diary.
- Booking and preparation of parents' evenings and other events as required.
- Maintain Lower School petty cash and ensure sundry items in staff rooms and office reception are purchased as required.
- Attend appropriate meetings and training as required

PERSON SPECIFICATION

Education and training

- Essential: Good standard of general education, including Maths and English at GCSE Level or equivalent.
- Desirable: First aid training certification (not essential)

Experience

- Essential: Experience of working in an administrative/secretarial role
- Desirable: Experience of working in a school environment

Abilities and skills

- Strong communication skills, both orally and in writing.
- Good ICT skills and ability to accurately record and maintain data on school systems
- Flexible approach and able to organise and prioritise work, in a busy office environment with changing priorities and frequent interruptions.
- Ability to maintain confidentiality at all times.
- Excellent attention to detail and ability to work to a high level of accuracy and standard of presentation.
- Confident team player, supportive of colleagues.
- Ability to relate to pupils in a sympathetic, friendly but firm way.

Cobham Free School is committed to safeguarding children and young people.

Successful candidates will be subject to an enhanced level DBS check and other relevant employment checks.