



WOODFORD COUNTY HIGH SCHOOL FOR GIRLS

High Road, Woodford Green, Essex IG8 9LA

Tel: 020 8504 0611

Email: recruitment@woodford.redbridge.sch.uk

Website: www.woodford.redbridge.sch.uk

Roll 1238 pupils inc. 340 in the Sixth Form

11 – 18 Community Grammar School

School Administrator

36 hours per week, 8am – 4pm

Term time plus one week

Grade LBR4 (Scale Point: 7-10)

Full time salary range: £29,346 - £30,630, actual salary range: £25,666 - £26,788 per annum

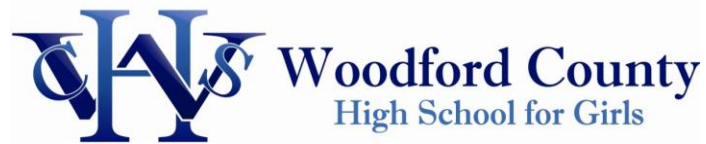
Woodford is an energising and rewarding school in which to work. Life here blends the very new with the very traditional. The atmosphere is vibrant, purposeful and very friendly and the school community is strong, cohesive and valued by its members. Are you passionate about supporting education and committed to inspiring students?

We are seeking a highly organised, friendly and efficient School Administrator to join our very busy and dedicated team of support staff from 1st September 2025 to play a key role in the smooth running of our busy school office, whilst supporting the wider school community.

This will be a varied role which will include:

- Providing administrative support to all key staff involved across years 7-11 including the Senior Leadership Team, Heads of Sections and Form Tutors.
- Maintaining accurate and up to date pupil records across various platforms.
- Coordinating communication with parents using Groupcall and other school communication systems.
- Providing administrative support for events such as parents evenings, leaver's day and review days.
- Place purchase orders via FMS for Heads of Departments
- Supporting the Careers Guidance Team and the Attendance and Admissions officer with the new year 7 onboarding process.

Experience of working in a busy office with a strong customer ethos is essential. Previous experience of working in an educational setting is desirable but not essential. The successful candidate must have the ability to be discreet, possess strong organisational and time management skills and have the ability to prioritise tasks, meet deadlines and work methodically and independently.



Applications are to be submitted by email to recruitment@woodford.redbridge.sch.uk and must include the completed London Borough of Redbridge application form. **Applications by CV will not be considered.**

Closing date for applications: **Monday 7th July 2025 (9am)**

Interviews will be held later that week or week commencing 14th July 2025

Applications will be reviewed on an ongoing basis so early applications are encouraged. The school reserves the right to make an appointment at any stage.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

LONDON BOROUGH OF REDBRIDGE

JOB DESCRIPTION:

JOB TITLE: School Administrator

GRADE: LBR 4 (SCP 7-10)

CONTRACT TYPE: Term Time plus 1 week

HOURS: 36 hours per week, 8am – 4pm Monday to Friday

45 minutes break x 4 days per week, 1 hours break x 1 day a week

RESPONSIBLE TO: Attendance and Admissions Officer

JOB PURPOSE

The School Administrator plays a vital role in supporting the effective administrative operation and the Key Stage 3 and 4 Teams at Woodford County High School. Reporting to the Attendance and Admissions Officer, the post holder provides high-quality administrative, organisational, and communication support to the Key Stage 3 & 4 teams, students, and parents. This includes maintaining accurate student records, coordinating key events, supporting admissions and attendance processes, and liaising with internal and external stakeholders to uphold the school's high standards of service. The role also supports curriculum departments, contributes to whole-school administrative systems, and ensures the delivery of professional and efficient support aligned with the school's values and statutory responsibilities.

DUTIES AND RESPONSIBILITIES**Administrative Support**

- Provide administrative support for all staff involved with Key Stage 3 & 4, including SLT, Heads of Key Stage 3 and 4 and Form Tutors.
- Manage all non-attendance related parental enquiries for years 7 to 11 ensuring timely responses and accurate record-keeping.
- Produce letters, booklets, and information for Key Stage 3 & 4 students and parents.
- Provide administrative support for Key Stage 3 & 4 events, including Leavers' Day and Year 9 and 11 Review Days.
- Support Year 11 reference preparation.
- Set up and monitor Key Stage 3 & 4 Parents' Evening appointments.
- Provide support at Key Stage 3 & 4 Parents' Evenings, including preparing staff seating plans, name plaques, and parent name badges.
- Liaise with reception to organise refreshments for Key Stage 3 & 4 events and meetings.
- Maintain accurate and up-to-date pupil records for SIMs and NET 2 access
- Be the emergency response for pupils
- Support the PA to the Headteacher and the School Office Manager as required to ensure consistent workflow.

- Send out specific communication relating to Key Stage 3 & 4.

Events and Communication

- Coordinate communication with parents using Groupcall and other school communication systems.
- Liaise with Accounts Assistant regarding book return payments and locker deposits.
- Administer fobs and locker keys for Key Stage 3 & 4 students, including replacements and orders.

Curriculum Department Support

- Place purchase orders via FMS for all Heads of Departments for their relevant subject area.
- Provide support to the Careers Team and organise timetables.

Cross-Team Support and Additional Duties

- Support the Attendance and Admissions Officer with Year 7 onboarding.
- Deputise for the Attendance and Admissions Officer in their absence.
- Arrange and manage cab bookings for school-related use.
- Respond to incoming telephone calls to the school office as needed.
- Provide student references and confirmation of enrolment for Key Stage 3 & 4 students.
- Administer First Aid and escort pupils/staff to hospital under direction of the Headteacher or a senior leader if needed.
- Attend training and courses as required to maintain and develop role competencies.
- Perform other reasonable administrative tasks as required within a busy school office environment.
- Provides pastoral support to the Student Guidance Officer.
- Undertake CPOMS training and record any concerns or flag any safeguarding concerns.
- Maintain knowledge of all school policies related to the job role including but not limited to, Health and Safety and Equality.
- Any other ad hoc duties deemed suitable by the leadership team

Whilst every effort has been made to set down the main responsibilities and duties of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post holder will be expected to work flexibly and carry out all duties in compliance with school and Redbridge policies.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications & Training		
RQF Level 2 in English and Maths	Yes	
First Aid certification or willingness to undertake training	Yes	
Safeguarding training or willingness to undertake	Yes	Yes
Experience		
Experience of working in a busy office with a strong customer service ethos	Yes	
Experience in an educational setting		Yes
Working knowledge of SIMS (School Information Management System)		Yes
Experience of using school-based finance systems (e.g., FMS)		Yes
Skills & Abilities		
Organisational and time management skills	Yes	
Ability to prioritise tasks, meet deadlines, and work methodically	Yes	
ICT skills, proficient in Microsoft Word, Excel, Outlook	Yes	
Ability to use initiative and work independently within policy frameworks	Yes	
Verbal and written communication skills	Yes	
Ability to build positive relationships with students, parents, and staff	Yes	
Attention to detail and accuracy in handling data and records	Yes	
Personal Attributes		
Integrity, discretion, and sensitivity when dealing with confidential matters	Yes	
A proactive, reliable, and flexible approach to team working	Yes	
Commitment to equal opportunities and safeguarding of young people	Yes	
Calm and professional under pressure	Yes	

HEALTH & SAFETY FUNCTIONS

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes
Working with children/vulnerable adults	Yes
Moving & handling operations	Yes
Occupational Driving	No
Lone Working	Yes
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	Yes
Exposure to blood /body fluids	No