



Job Title: Senior Administrator & Finance Officer

Reports to: School Business Lead

Main Purpose

The Senior Finance & Office Administrator is responsible for effectively managing the school's day-to-day administrative, financial, and organisational functions. The postholder will lead on pupil enrolment and attendance processes, ensuring accurate records and compliance with relevant regulations. They will oversee office operations, manage financial and administrative systems, maintain the highest level of confidentiality, and provide efficient support to staff, pupils, parents, and external stakeholders. The role also contributes to the planning, development, and continuous improvement of support services, helping to ensure the smooth and effective running of the school.

Duties and Responsibilities

Organisation

- Supervise the day-to-day operation of the school office administrative function.
- Contribute to the planning, development and organisation of support service systems, procedures and policies.
- Supervise, train and support administrative staff, promoting high standards of performance.
- Assist in the organisation of school trips and events, ensuring all relevant risk assessments are completed by staff and external providers.
- Organise and manage admissions procedures for school places and secondary transfer.
- Organise and manage nursery admissions processes.
- Deal confidently and professionally with complex reception and visitor matters.

Administration

- Manage manual and computerised record systems, including Arbor and Arbor Finance.
- Analyse and evaluate data, producing reports and information as required.
- Undertake word processing and complex IT-based administrative tasks.
- Oversee school admissions procedures in accordance with London Borough of Redbridge requirements, maintaining waiting lists and allocating places in line with the school's admissions policy.
- Manage the school's attendance processes, including monitoring daily attendance, maintaining accurate attendance records on Arbor, following up absences with parents/carers, producing attendance reports, identifying attendance concerns and supporting initiatives to improve pupil attendance in line with school policies and statutory requirements.



Learning together

- Maintain records in accordance with the school's retention schedule and data protection requirements, ensuring confidentiality and information security.
- Manage the induction process for new pupils and families.
- Support the Data Protection Officer in ensuring compliance with data protection legislation and promoting awareness across the school community.

Resources and Finance

- Order, monitor and manage stock, ensuring best value in line with school procurement procedures.
- Oversee the effective use of office equipment and management information systems, including Arbor.
- Provide advice and guidance to staff, pupils, parents and visitors regarding school administration systems and events.
- Take a lead role in procurement activities.
- Assist with marketing and promoting the school.
- Manage financial administration procedures and maintain records to support audit requirements.
- Assist with organising premises maintenance and repairs under the direction of the School Business Lead and/or Site Manager.
- Ensure the school office remains tidy, organised and adequately resourced at all times.

General Responsibilities

- Be committed to safeguarding and promoting the welfare of children and young people.
- Comply with school policies and procedures relating to safeguarding, health and safety, security, confidentiality, data protection and equality.
- Identify, assess and minimise risks to health, safety and security within the working environment.
- Ensure attendance procedures are implemented consistently and effectively, promoting excellent pupil attendance and punctuality across the school.
- Work with school leaders, families and external agencies, where appropriate, to support attendance improvement and ensure statutory attendance requirements are met.
- Attend and actively participate in meetings as required.
- Contribute to the overall ethos, aims and values of the Oakdale Federation.
- Develop positive and professional relationships with staff, parents, external agencies and other stakeholders.
- Use personal strengths and expertise to advise and support colleagues.
- Participate in training, learning activities and performance management processes.
- Contribute to the development of an effective office team that delivers high-quality support to the school.
- Ensure the reception area provides a professional and welcoming environment for all visitors and parents.
- Ensure visitor management systems, safeguarding checks and health and safety procedures are followed.



Learning together

- Organise and coordinate administrative staff to ensure the smooth and efficient running of the school office and communication systems.

Please note: This job description is intended to outline the main duties and responsibilities of the role. It is not an exhaustive list of tasks and may be amended from time to time. The postholder may be required to undertake other duties commensurate with the grade of the post as directed by the Executive headteacher and Head of school.