

Recruitment Pack

School Receptionist and Office Administrator
St Joseph's Catholic Primary School

This pack contains:

1. Job Advert
2. Job Description
3. Person Specification

About the role

St Joseph's Catholic Primary School (Barnet)

School Receptionist and Office Administrator

Permanent Probationary Contract

Term Time Only + 5 Inset days (35 hours per week)

8am – 4pm (1-hour unpaid lunch)

Grade 6 - £29,856 (FTE)

Start Date 8th December 2025

We are seeking to appoint a dedicated and well-organised Office Administrator with a specific responsibility for pupil attendance. This is an exciting opportunity to join our Catholic primary school and play a key role in ensuring the smooth day-to-day running of the office, while supporting pupils, families, and staff in promoting excellent attendance.

The successful candidate will:

- Be welcoming, professional, and approachable with excellent communication skills.
- Have strong IT skills and experience of working in a busy office environment.
- Take a proactive role in monitoring attendance, following up absences, and producing reports.
- Show attention to detail and maintain accurate records in line with statutory requirements.
- Support the ethos and values of our Catholic school community.

In return, we offer a supportive team, opportunities for professional development, and the chance to make a real difference to the lives of our pupils and families.

Safeguarding:

We are committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory completion of safeguarding checks.

For an application pack or to arrange a visit, please contact the school office at:

office@stjosephs.barnet.sch.uk

Closing Date: 03/11/25

Interviews: 5/11/25

Job Description – School Receptionist and Office Administrator

Core Purpose of the Role

To provide efficient and professional administrative support within the school office, with a specific focus on pupil attendance. The role will contribute to the smooth running of the school, supporting senior leaders and ensuring compliance with statutory requirements.

Key Responsibilities

1. Attendance Management

- Act as the lead contact for daily attendance and punctuality.
- Monitor registers, follow up absences, and maintain accurate attendance records.
- Liaise with parents/carers regarding absences, lateness, and attendance concerns.
- Work with the Senior Leadership Team and the Local Authority where needed to support pupils with persistent absence.
- Produce attendance reports for SLT, Governors, and external agencies.

2. General Office Administration

- Provide a welcoming first point of contact for visitors, parents, and carers in line with the Catholic ethos of the school.
- Support reception duties, including phone calls, emails, and face-to-face queries.
- Handle incoming and outgoing correspondence efficiently.
- Maintain school filing systems, records, and databases in line with GDPR.

3. Club Organisation

- Take the lead in coordinating the school's extracurricular clubs and activities.
- Manage club timetables, ensuring a balanced and engaging programme is available for pupils.
- Liaise with staff, external providers, and parents/carers to organise and promote clubs.
- Oversee pupil sign-up, attendance, and waiting lists, keeping accurate records.
- Support staff in ensuring clubs run smoothly and safely, following school policies and safeguarding procedures.
- Provide regular updates and reports to the Senior Leadership Team on club participation and engagement.

4. Support to Colleagues

- Take on clearly defined elements of the administrative workload currently managed by colleagues to ensure capacity across the team.
- Assist with staff and pupil records, communication, and data management.
- Support the organisation of school events, trips, and meetings.

5. Safeguarding and Catholic Ethos

- Uphold the safeguarding and child protection policies of the school at all times.
- Carry out duties in a way that reflects the school's Catholic mission and values, showing respect and care for all members of the community.

Person Specification – Office Administrator (with Attendance Responsibility)

This person specification sets out the skills, knowledge, experience, and qualifications required for the role of Office Administrator (with Attendance Responsibility). Criteria are identified as Essential (E) or Desirable (D).

Criteria	Essential (E)	Desirable (D)	Assessment Method
Skills	- Excellent communication skills with adults and children. - Strong organisational and time management skills. - Ability to prioritise workload and meet deadlines. - High level of accuracy and attention to detail.	- Ability to produce attendance reports and data analysis.	Application / Interview / References
Knowledge	- Working knowledge of safeguarding and GDPR requirements. - Understanding of Catholic ethos and values in a school context.	- Awareness of statutory requirements for school attendance.	Application / Interview
Experience	- Experience of working in a busy office or school environment. - Experience of using Microsoft Office.	- Previous experience of managing attendance systems and procedures. - Experience of working in a primary school office. - Experience of using Management Information Systems (Arbor).	Application / Interview / References
Qualifications	- Good level of general education (GCSE English and Maths or equivalent).	- Further training/qualification in administration or attendance management.	Application / Certificates