



South  
Grove  
Primary  
School

## Job Description:

# Extended Day Administrative Officer

### Job Details

<b>Salary</b>	Scale 4 Pt 7 – 11 (£30,288 - £32,070 FTE)
<b>Hours</b>	31.5 hours per week Semi-Flexible hours to cover some before or after-school care
<b>Contract Type</b>	Permanent, Term time with additional INSET Days
<b>Reporting To</b>	Head Teacher, School Business Manager, Finance Officer
<b>Responsible For</b>	Extended Day Wraparound Care, Extra-Curricular Clubs

### Main Purpose of the Role

An Extended Day Administrative Officer provides crucial support to school operations.

To coordinate the school's extended day provision, Wraparound care, both breakfast and after school club, organisation of Extra-Curricular Clubs, manage all related administration and act as the main point of contact for parents and carers. The postholder will also support the wider school office team and contribute to a welcoming and efficient school environment.

### Key Responsibilities

#### Extended Day:

- Coordinate the school's extended day provision, including wraparound care of breakfast and after school, and before and after school extra-curricular clubs
- Manage bookings, maintain attendance registers, and oversee billing and invoicing for all extended day activities using various programs such as Magic Booking, ParentPay etc
- Promote the Wraparound Care that the school provides, through the school website and within the local area of Waltham Forest
- Organising staffing for WrapAround Care, daily staffing ratios, organising absences, bank staff and involved in recruitment processes of these staff
- Act as the main point of contact for parents/carers regarding extended day provision, responding to queries and providing excellent customer service

## **Reception, Operational and Clerical Tasks:**

- Acting as the first point of contact, welcoming visitors, parents, and children during school and after-school hours, managing sign-in/sign-out procedures.
- Perform receptionist duties, answering telephone calls, and managing enquiries in a professional manner
- Assisting with general office duties, including, handling emails, data entry, scanning, photocopying, filing, processing mail, and preparing materials for the next day.

## **Communication & Support:**

- Handling parent inquiries, and liaising with staff, parents, and external instructors and extra-curricular providers.
- Work collaboratively as part of the school office team, supporting with general administrative tasks such as correspondence, filing, data entry and maintaining school systems related to Extended Day
- Work alongside the School Office Manager, Finance Officer, School Business Manager and Head Teacher
- Liaise with teaching and support staff, external providers and catering as required to ensure the smooth running of extended day activities

## **Attendance Tracking:**

- Monitoring and recording children's attendance for before and after-school care, extra-curricular clubs, ensuring accurate accounting of children.

## **Safety & Security:**

- Ensuring all security protocols are followed, acting as a point of contact for emergencies, and involved in the dismissal of extra-curricular clubs.

## **First Aid:**

- Providing basic first aid to children, as necessary.

## **Safeguarding:**

- Support safeguarding processes and ensure accurate record-keeping in line with school policies and statutory requirements

## **Finance & Logistics:**

- Managing school booking systems such as ParentPay and Magic Booking. Recording payments for after-school activities, tracking inventory of supplies, and organizing catering for WrapAround Care.
- Maintain stock and resources for extended day provision, ensuring compliance with health & safety and school policies

## **Reporting and Analysis:**

Prepare reports and contribute to planning and service improvement for the school's extended day provision

## Typical Requirements

**Flexibility:** Ability to work early mornings, after school.

**Experience:** Previous experience in a similar administrative or coordination role.

**Technical Skills:** Proficiency in MS Office (Word, Excel), Outlook, and general IT systems.

**Soft Skills:** Strong organization, time management, and the ability to multitask in a fast-paced or "under pressure" environment.

## Required Skills & Qualifications

**Communication:** Excellent interpersonal skills to communicate professionally with children, parents, and staff.

**Organisation:** Ability to manage multiple tasks, prioritize workloads, and work under pressure.

**ICT Proficiency:** Strong, competent computer skills, including Microsoft Office (Word, Excel, Outlook) and familiarity with school information management systems (e.g. SIMS, ParentyPay, Magic Booking).

**Qualifications:** A good standard of education, typically with Maths and English at GCSE grade C/4 or above, or equivalent.

**Experience:** Previous experience in an office or educational setting is highly desirable.

**DBS Check:** A Disclosure and Barring Service check is required as this is a regulated role.

There may be other duties reasonably asked of the postholder.

This Job Description will be reviewed on an annual basis with the postholder or sooner if required.

# Person Specification:

## Extended Day Administrative Officer

### Qualifications and training

- Good standard of general education, including English and maths GCSE (or equivalent)
- Evidence of ongoing professional development relevant to administration or childcare (desirable)

### Experience

- Previous experience in an administrative role, ideally within an educational or childcare setting
- Experience of handling bookings, registers, and financial processes such as invoicing (desirable)
- Experience of dealing with parents/carers and providing a high standard of customer service

### Skills and knowledge

- Strong organisational skills, with the ability to prioritise and manage workload effectively
- Excellent IT skills, including Microsoft Office and experience of using school systems/databases (training will be provided)
- Good written and verbal communication skills
- Ability to maintain accurate records and uphold confidentiality
- Knowledge of safeguarding and health & safety requirements in a school setting (training will be provided)

### Personal qualities

- Friendly, welcoming, approachable and professional manner
- Patient, caring attitude when working with children and parents
- Commitment to upholding the school's values and ethos
- Ability to work independently and as part of a team
- Proactivity, preparation in advance and anticipates needs of role
- Flexible, adaptable and proactive approach
- Attention to Detail: High accuracy in recording data, such as attendance records and financial payments.
- Commitment to promoting equality, diversity and inclusion

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## Safeguarding Statement

South Grove Primary School (London, E17) is committed to safeguarding and promoting the welfare of children. All appointments are subject to satisfactory completion of safeguarding checks, including enhanced DBS clearance and references.

South Grove Primary School (London, E17) is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

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