

Norwich Steiner School

Administrative Officer - Job Description – July 2026

SAFEGUARDING - All employees working at Norwich Steiner School have responsibility towards safeguarding and should be guided by knowledge of the school's policies in their response to any safeguarding issue that may arise in the course of their work in and associated with the school. Staff are at all times expected to maintain professional boundaries in their relationships with pupils.

The **Administrative Officer's role** is to support the School Administrator in ensuring the smooth running of the administrative functions for the whole school, in a manner that recognises and supports the ethos of Waldorf Education.

The tasks and responsibilities associated with this new post are expected to be diverse and although the exact balance of duties will be determined in part by the skill set of the postholder, will include aspects of the areas of work listed below. There are also opportunities within the role to demonstrate and develop leadership skills.

Outline Job Description

1. **Parent concerns** – assisting in the processing of parent complaints to ensure these are considered and respond to objectively and according to the school's policy.
2. **Personnel** –including:
 - a. Recruitment – advertising, processing of candidates, organising of interviews
 - b. DBS checks, collection of references, qualification evidencing etc.
 - c. Advertising – ensuring vacancies are shared appropriately
3. **Information/communication support**, including:
 - a. Updating parent's handbook and information book;
 - b. Ensuring information on the website is current
 - c. Key policies and procedures are updated routinely or as necessary
4. **Health & Safety & Premises** – as directed this may include tasks such as:
 - a. Routine checks: water testing, fire (extinguishers, call points, fire doors)
 - b. Developing Method statements and risk assessments
 - c. Developing asset register
 - d. Meeting contractors during school holidays
 - e. Sharing in end of day responsibility for locking up/security of premises
5. **Teaching & Break duties**

A small proportion of the post (e.g. 5%) should include some teaching and/or supervision of break duties. This is to ensure that the post holder knows the children and understands the constraints and conditions that teachers are working within.

6. **Other duties** as deemed appropriate by the school, such as cover for reception, helping with cleaning the school (all staff expected to help if cleaning staff absent) and helping to maintaining the school laptops.

TERMS & CONDITIONS

This is a permanent post but with an initial five month probationary period.

The normal expected working hours during term time are 8.30am to 5pm, although there may be additional attendance required for after school meetings. This post will consist of 40% of a full-time contract, which could equate to two full days of work or be spread more evenly throughout the week.

Norwich Steiner School operates a 36 weeks academic year.

Holidays are in line with Norfolk state schools, although the school has a 3-week holiday at Christmas and Easter.

All staff are entitled to a clear 6 weeks of holiday per year with no commitment to work during those weeks. These 6 weeks of holiday should not be taken in one go, other than by special pre-agreement with the School Administrator.

Outside of these 6 weeks of holiday, the Administrative Officer is required to work during the school holidays in order to maintain and develop the administrative function of the school. It is expected that this will require the post holder to work a minimum of 6 hours per week during holidays, although if the work does not demand attendance at school (for example, meeting contractors) this may mostly be done from home.

All staff are expected to attend the annual planning sessions that take place during the first week of the annual summer holiday, and should therefore avoid booking holidays during this week.

The salary for this post is £10,000, which is 40% pro-rata of the full time equivalent of £25,000.

BENEFITS

- The school has a work place pension scheme in place, operated by NEST. Staff are automatically enrolled onto the pension scheme when employment commences, but are also given the opportunity to opt out if they choose.
- Free on-site parking
- Cycle to Work scheme
- Access to the Employee Assistance Programme (Education Support Partnership) which provides caring and compassionate advice and support on professional or personal matters

Administrative Officer - PERSON SPECIFICATION

This post needs:

- A resourceful, multi-tasking person
- Someone who is able to demonstrate good judgement as to when to take initiative and when to seek or follow guidance.
- A person who is willing to work hard and put effort into solving problems
- Someone with rigour in terms of the quality of work output

Required Qualifications:

- No specific qualifications required, but a good general education and previous experience in a range of administrative functions (finance, personnel, health & safety) are likely to be advantageous.

Who might the post be suitable for?

- Graduates looking to develop business experience, or for those who already have experience and who seek variety and the opportunity to broaden their experience and knowledge in administration.
- Experienced personnel/administrative persons wishing to work part time in a pleasant environment

ESSENTIAL

- A general competence in tackling administrative tasks, including ability to be tidy in work produced, and organised
- Computer literacy and confidence, particularly a good level of competence in Excel and Word
- Ability to write in plain English
- Willingness to 'muck in' with good will, along with other staff, in order to do what is needed for the benefit of the children and school. This might include, for example, helping with cleaning at the end of the day when the cleaner is off sick.

REQUIRED ATTRIBUTES

- Self-motivated and imaginative
- Well organised and responsible
- Able to listen, hear and find understanding
- Committed to and positive about Steiner education and anthroposophy
- Open and communicative towards parents and teaching colleagues
- Flexible and positive towards the challenges and joys that face a small school
- Warmth and sense of humour
- Practical skills