



JOB DESCRIPTION

Job Title: Administrator

Work Location: Church Hill / Low Hall Nursery School

Reports to: School Business Manager

Grade: Scale 3

Working Hours: as per contract

Working Weeks : as per contract

Job Purpose

Under the direction of the Senior Staff, the post holder will be responsible for **executing essential operational tasks**, providing **comprehensive and timely administrative support** across all school functions, and **processing day-to-day financial transactions**. This is crucial for maintaining the **smooth and efficient operation** of the school and ensuring **regulatory compliance**.

This job description may be amended at any time following discussion between the Headteacher/School Business Manager and member of staff, and will be reviewed annually in response to the changing needs of the school.

Key Duties and Responsibilities

1. Organisation and Customer Service Excellence

- Execute reception duties by efficiently answering general telephone and face-to-face enquiries and managing visitor sign-in procedures, ensuring a welcoming and professional first impression for the school.
- Support student welfare by assisting with routine first aid and care for sick pupils, reliably following established procedures, and communicating clearly with parents/carers and staff under the direction of Senior Staff.
- Contribute to the success of school events by supporting logistical arrangements for school trips, assemblies, and events, ensuring all preparation tasks are completed accurately and on time.

2. Administration and Data Management Support

- Deliver consistent and reliable general clerical support (e.g., photocopying, filing, faxing) and complete standard forms and routine correspondence accurately, maintaining a smooth administrative flow for all departments.
- Accurately input, update, and retrieve data within manual and computerised records/management information systems, focusing on data integrity under supervision.
- Generate required lists, information, and reports (e.g., pupils' data) from systems as requested, ensuring data output is correct and provided promptly.
- Perform typing, word-processing, and essential IT-based tasks with speed and accuracy, supporting the production of school documentation.
- Assist in formal documentation by taking accurate notes at internal meetings when requested.
- Manage and process incoming/outgoing mail efficiently and support other team members by executing assigned routine administrative procedures.
- Support the collation and distribution of pupil academic reports, ensuring timely delivery to meet school deadlines.
- Assist with the routine administrative tasks related to school lettings and premises usage, ensuring booking forms and schedules are accurately managed.



3. Resources and Financial Task Execution

- Demonstrate proficiency in required software and equipment (Word, Excel, school databases) to perform administrative tasks effectively.
- Maintain adequate stock levels of office and teaching supplies through regular inventory checks, processing orders, and ensuring supplies are catalogued and distributed to staff as required.
- Operate and reconcile transactions for school internal retail services (e.g., uniform/snack 'shops') under supervision, ensuring accurate financial records are kept for daily sales.
- Serve as a helpful initial point of contact, providing basic, factual advice and guidance to staff and pupils on standard school procedures.
- Execute general financial administration tasks, primarily processing purchase orders and preparing documentation, ensuring adherence to the school's established financial protocols.

4. Professional Conduct and Compliance

- Actively comply with all school policies and procedures, particularly those relating to Child Protection, Confidentiality (Data Protection), and Health and Safety, reporting any concerns immediately to a designated person.
- Support the school's culture of inclusivity by being aware of and demonstrating support for difference and equal opportunities for all stakeholders.
- Contribute positively to the overall ethos, teamwork, and core aims of the school community.
- Commit to personal development by attending all required training, learning activities, and participating fully in performance development reviews.
- To ensure that children keep out of areas that are out of bounds and don't leave the school premises. To be aware of security procedures with regard to entrance and exits and to approach visitors and direct them to the appropriate contact person.
- To be aware of responsibilities under child protection legislation and report any concerns to a senior supervisor or the head teacher.
- To take part in the school's performance management framework for support staff and participate in training and development activities as required.

In addition to the specific responsibilities of the post, as a member of the support team, the post holder will be expected to assist with other tasks of a similar nature, appropriate to the grade, as directed by the head teacher.

This role falls within the category of regulated activity, therefore you will be required to have an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.

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 and work in accordance with our child protection policies and procedures.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's policies at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Designated Safeguarding Officer or Deputy Safeguarding Officer.



Level 2

Person Specification

Category	Criteria		Assessment Method
1. Qualification, Training and knowledge			
1.1	Minimum of 5 GCSEs (or equivalent) including English and Mathematics at grade C/4 or above.	E	Application / Certificate
1.2	Proven proficiency in the use of standard Microsoft Office applications (Word, Excel) for accurate document preparation, data input, and formatting.	E	Application/Test/ Interview
1.3	Possession of an up-to-date Enhanced Disclosure and Barring Service (DBS) check,	E	Application/Documentation
1.4	Possession of a recognised First Aid qualification, or willingness to attend training immediately upon appointment.	E	Application/Documentation
1.5	Knowledge of basic school administrative procedures and protocols (e.g., student attendance, event booking).	D	Application/ Interview
1.6	A basic awareness of health and safety practices.	E	Application/ Interview
2. Experience			
2.1	Previous office experience, preferably in a School.	E	Application/ Interview
2.2	Experience handling sensitive data and maintaining strict confidentiality in a professional setting.	E	Application/ Interview
2.3	Prior experience with basic financial tasks, such as processing invoices, or handling simple stock/inventory control.	D	Application/ Interview
2.4	Previous experience using a dedicated school Management Information System (MIS) such as SIMS.	D	Application
3. Skills and Abilities			
3.1	Communication: Excellent verbal and written communication skills, with the ability to convey information clearly and professionally to pupils, parents, visitors, and staff.	E	Interview/ Reference
3.2	Organisation: Highly organised with a methodical approach to filing, data entry, and record maintenance, demonstrating exceptional attention to detail and accuracy.	E	Interview/ Reference/Test
3.3	IT Competency: Fast and accurate keyboard skills, with the ability to learn new software and IT-based administrative systems quickly and effectively.	E	Application/ Test
3.4	Prioritisation: Proven ability to manage multiple tasks simultaneously, prioritise workload effectively under direction, and meet required deadlines	E	Application/Reference



4. Personal Qualities and Attributes			
	Commitment to Safeguarding: Demonstrable awareness of and absolute commitment to the principles of safeguarding, confidentiality (GDPR), and child protection.	E	Interview
	Teamwork and Ethos: A positive, flexible, and supportive attitude, showing a willingness to contribute proactively to the overall ethos and aims of the school team.	E	Interview/Reference
	Resilience: Ability to remain calm and professional when dealing with challenging situations, such as distressed pupils or complex visitor enquiries.	E	Interview
	Initiative: A pro-active approach, demonstrating a willingness to take ownership of assigned tasks and seek appropriate guidance when necessary.	D	Interview/Reference
	Self-Motivation: Self motivated and self-reliant with a readiness to seek and accept support, demonstrating a desire for continuous learning and development.	E	Interview/ Reference



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of Nursery Schools