

# Job Description and Person Specification

<b>Job title</b>	Administrator
<b>School</b>	Calcot Schools
<b>Salary grade</b>	D
<b>Work location</b>	Calcot, Reading
<b>Reports to</b>	School Business Manager/ Office Manager

## JOB PURPOSE

Under the direction of the School Business Manager and Office Manager, provide high-quality administrative, clerical and financial support to ensure the efficient operation of the school office. Act as a key point of contact for pupils, parents, staff and visitors, maintaining effective communication, accurate records and administrative systems that support the smooth running of the school.

This role contributes to the school's commitment to safeguarding, pupil welfare, effective communication and high standards of customer service.

This job falls within the definition of regulated activity and therefore will be subject to an Enhanced DBS with barred list check.

## STRUCTURE CHART



## MAIN DUTIES AND RESPONSIBILITIES

### Reception and Communication

- Undertake reception duties, acting as a welcoming first point of contact for pupils, parents, staff and visitors, handling telephone, email and face-to-face enquiries and ensuring visitor sign-in procedures are followed in accordance with safeguarding requirements.
- Manage the school's shared email inbox, responding to routine enquiries, prioritising correspondence and directing communications to the appropriate staff member within agreed timescales.
- Liaise with external agencies, suppliers and service providers as required to support the effective operation of the school.
- Assist in the preparation and distribution of newsletters, website updates and other communications to parents and the wider school community.

## MAIN DUTIES AND RESPONSIBILITIES

### **Records and Data Management**

- Maintain accurate manual and electronic records using Bromcom and other school systems, ensuring information is updated, validated and managed in accordance with school procedures, data protection legislation and record retention requirements.
- Assist in the preparation, validation and management of pupil data, including census returns, pupil reports and end-of-year data processes using Bromcom and other school systems.
- Use school management and administrative systems effectively to maintain accurate information and support efficient office processes.
- Maintain the confidentiality of sensitive pupil, staff and school information at all times, in accordance with data protection legislation and school policies.

### **Pupil Administration**

- Maintain attendance records, monitor pupil absence and punctuality, support attendance procedures in line with school and statutory requirements, and communicate with parents regarding attendance and other routine school matters.
- Support the administration of admissions, nursery and out-of-hours provision, maintaining accurate records and liaising with parents throughout the application and registration process.
- Maintain the Nursery and Early Years database, provide funding information to parents, validate eligibility codes and assist with the preparation and submission of funding claims.
- Administer internal and external clubs, maintaining registers, waiting lists, attendance records and parent communications.

### **Events and Activities**

- Assist with the organisation and administration of school trips, educational visits, sports fixtures, parents' evenings and other school events, including preparing correspondence and maintaining relevant records.
  - Assist with arrangements for visits from external providers and professionals, including the school nurse, photographer and other visitors.
- Provide administrative support for relevant school meetings and events, including preparing documentation and taking notes where required

### **Safeguarding and Welfare**

- Support the administration of safeguarding and pupil welfare processes, ensuring records are maintained accurately and concerns are reported in accordance with school procedures.
- Provide first aid and welfare support to pupils as required, liaising with parents and staff, and coordinate first aid administration to ensure supplies, records and reporting requirements are maintained.
- Promote the welfare of children and support the school in safeguarding children through relevant policies and procedures.
- Comply with school health and safety policies, procedures and regulations, taking reasonable care of your own health and safety and that of others.

### **Financial and Office Administration**

- Undertake routine financial administration, including processing payments,

## MAIN DUTIES AND RESPONSIBILITIES

maintaining financial records and supporting school income collection procedures.

- Monitor and maintain office supplies and resources, placing routine orders in accordance with school procedures and authorised budgets.
- Book supply staff and maintain the school diary/calendar as required.
- Provide general administrative support, including typing, photocopying, scanning, filing, data entry, preparing standard documentation, responding to routine correspondence and distributing incoming and outgoing mail.
- Assist in maintaining efficient administrative systems and procedures to support the effective operation of the school office.

### General Responsibilities

- Attend and participate in relevant meetings, training and professional development activities as required.
- Promote equality, diversity and inclusion, treating all individuals with fairness, dignity and respect.
- Demonstrate a professional, approachable and customer-focused manner at all times.
- Undertake other duties commensurate with the grade and nature of the post as reasonably required.

## SCOPE (impact on/control of resources, people, money etc)

No budget responsibility

No staffing responsibility

## PERSON SPECIFICATION

Essential/  
Desirable

### Qualifications

GCSE Maths and English at Grade 4/C or above, or equivalent qualification / experience

E

Business Administration qualification (NVQ Level 2 or equivalent)

D

### Experience

Experience of working in an office environment, or general clerical, financial or administrative experience

E

Experience of working within a school or educational environment.

D

Experience of using a Management Information System (e.g. Bromcom, SIMS or Arbor).

D

Experience of managing school admissions, attendance or nursery funding processes.

D

### Knowledge and understanding

Knowledge of first aid

E

Good understanding of child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities

E

Understanding of data protection and confidentiality requirements

E

Knowledge of school administrative procedures and education-related regulations

D

Understanding of school attendance procedures and safeguarding

D

responsibilities	
<b>Skills and abilities</b>	
Ability to use Microsoft Office (Word, Excel, PowerPoint, Outlook) and a web browser	E
Ability to maintain accurate records and attention to detail	E
Good numeracy and literacy skills	E
Ability to communicate effectively with parents, staff, pupils and external agencies	E
Ability to work as part of a team	E
Ability to organise and prioritise a varied workload while meeting deadlines and maintaining accuracy	E
Ability to manage competing priorities and work independently when required	E
Ability to maintain confidentiality and handle sensitive information appropriately.	E
Ability to use school management information systems (Bromcom, Arbor or SIMS)	D
<b>Work-related personal qualities</b>	
Able to identify own training needs and willingness to take part in learning and development activities	E
Professional, approachable and customer-focused manner	E
Commitment to safeguarding and promoting the welfare of children	E
Able to stay calm under pressure	E
Flexible and adaptable approach to work	E
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post.	Essential