



Job Description

Post Title:	Administrator		
Department:	Education	Location:	School Based
Grade:	PFT D	Reporting to:	Asst Headteacher
Supervises:	Administration Assistant		

Job Summary

The Administrator is responsible for ensuring a comprehensive administrative service to the school by engaging with the Headteacher, Senior Management Team, staff, parents/carers, and pupils to ensure the smooth running of the school.

Promote and champion our values in all actions and outcomes:

- Adventure – to be bold, courageous risk-takers.
- Creativity – to embrace ideas, demand clear thinking, and inspire innovation.
- Excellence – to set high standards, champion ambition and reward dedication.

Support the school's development and growth and the implementation of its vision, values, practices, and processes.

Be a valued member of the school team and the wider community.

Duties and Responsibilities

- 1) Act as the school's first point of contact, responding to enquiries and re-directing as needed, welcoming visitors and undertaking safeguarding and health & safety inductions as required.
- 2) Responsible for and provide multifunctional administrative and practical support to the Headteacher, Senior Leadership Team, and staff, including handling telephone calls and routine correspondence, coordinating meeting arrangements, drafting agendas, and taking and distributing minutes, ensuring the school meets its own and Trust responsibilities.

- 3) To be responsible for the management and data integrity within the school database pupil's management system(s), including data entered, updating, processing and providing reports and analysis as required. Undertake maintenance and general housekeeping of the Human Resources systems as required.
- 4) Manage the admissions process, both casual and year-start, dealing with admission enquiries and advising parents on the whole process. Ensure that correct admission paperwork is submitted and processed within the deadlines. Support the transition process to ensure the smooth transfer of pupils from Nurseries into Reception, Year 6 into Year 7, and new pupils into the school.
- 5) Support the planning and organising of school trips by undertaking the administration aspects, including booking venues, travel and communication with parents/carers.
- 6) Manage the school communication system with parents/carers, ensuring clear, correct messaging and establishing positive and ethical relationships to support the work and prevent potential learning barriers.
- 7) As required, organise and ensure that classes, lunch and breaks are covered, reporting any issues promptly.
- 8) In conjunction with Human Resources, support the operational management of local staff, including the safer recruitment of staff and volunteers, vetting process, and payroll-related activities, e.g., processing of contractual changes. Ensure that local staff records (paper and electronic) are updated and secure.
- 9) In conjunction with Finance, process local invoices, petty cash, and other related financial administration, including payments from parents/carers, ensuring compliance with legislation and the Trust's policies and guidelines.
- 10) Assist in the organising, administering and running of school-based events as required, including transition events.
- 11) Support the school's development and marketing by assisting with producing marketing and promotional materials and maintaining the school's materials and website.
- 12) Liaise with suppliers to ensure effective and timely ordering of supplies for all school departments while ensuring cost-effective use of school resources and budget.
- 13) Ensure that any office-based equipment used is in good working order, ordering any supplies as required and reporting any defects to the appropriate person/company

- 14) Act as and undertake First Aid and Fire Warden training.
- 15) Support other administration functions and managers within Trust, both at a corporate and local service level, keeping them informed, giving out information in a clear, legible format, objective and professional manner relative to the role, in a variety of ways, using the appropriate level of confidentiality.
- 16) Be responsible for and able to evidence your personal development by undertaking relevant training, attending meetings, conferences, and events, and ensuring that you are updated in all matters relevant to the role as agreed in your Career Development Plan.
- 17) Carry out additional duties and tasks that may be required within the range of the post's responsibilities, including other activities that may be agreed upon from time to time, consistent with the nature of the job described above.

This job description is intended to provide a general overview of the position. It is not an exhaustive list of all responsibilities, duties, or skills required for the role. The Trust reserves the right to modify, add, or remove duties and to assign other duties as necessary. This job description is not a contract of employment, and the Trust may change it at any time.

General Requirements

Safeguarding

The Primary First Trust is committed to safeguarding and promoting the welfare of our pupils and expects all employees to share this commitment and our safeguarding policy and procedures. If, while carrying out the duties of the post, you become aware of any actual or potential risk(s) to the safety or welfare of pupils, these concerns must be reported to either your line manager, Headteacher or a member of the Human Resources.

All offers and continuing employment are subject to an enhanced DBS being in place.

Equal Opportunities

The Primary First Trust is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

The Primary First Trust aims to create and sustain an inclusive work environment that provides equality of opportunity for everyone and reflects the diversity of the communities we serve.

You are required to uphold the Equality and Diversity policy and comply with the Code of Conduct, which sets out our standards of behaviour towards those who use our services or work within them.

Safe and Secure Working Environment

You must ensure a safe and secure working environment in keeping with legal requirements and our policies and guidelines. At the same time, you will encourage good practice regarding punctuality, behaviours, and work standards.

Confidentially

You must ensure that any information relating to employees, volunteers, and pupils (future, current and past) is treated in the strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of the team or managers.

Continuous Improvement

You must actively contribute to the continuous improvement process and the ongoing development of a quality culture, such as changing behaviour, identifying and implementing improvements to processes and activities and encouraging others to do the same.

Area	Essential	Desirable	Assessment Method
Qualifications:	<ul style="list-style-type: none"> • A good standard of education • Evidence of continued professional and personal development. 	<ul style="list-style-type: none"> • Administration Based qualification. 	<ul style="list-style-type: none"> • Application • Pre-employment checks
Experience:	<ul style="list-style-type: none"> • Proven track record of working within an administration function. • Track record of working in busy, pressured and complex environment • Used and supported the development of databases and information systems • Ability to produce a range of documents and reports using Windows, Excel spreadsheets and other computer-based systems • Ability to maintain efficient record-keeping systems • Clear understanding of pupil and employee confidentiality and GDPR. • An understanding of safeguarding and its impact on children and their families. 	<ul style="list-style-type: none"> • Experience with the school admissions process • Experience in supporting pupils and families of differing abilities and backgrounds. • Experience of working with children with complex needs. 	<ul style="list-style-type: none"> • Application • Interview
Work-Based Knowledge / Technical Skills:	<ul style="list-style-type: none"> • Able to work flexibly, adopt a ‘hands-on approach’ and respond to unplanned situations, • Demonstrable ability to work in a team and build effective working relationships with various colleagues and stakeholders, including parents/carers, teachers and external professionals. • Ability to present complex information to a broader audience requiring high levels of negotiation, persuasive skills with diplomacy and confidentiality, with the ability to report and challenge as necessary. 	<ul style="list-style-type: none"> • Knowledge of issues affecting Education Services • Knowledge of the regulatory frameworks within which the school operates. 	<ul style="list-style-type: none"> • Application • Interview

Area	Essential	Desirable	Assessment Method
	<ul style="list-style-type: none"> • Excellent knowledge of using Microsoft Office to an advanced level • Well presented with an eye for detail and strong organisational skills • Able to set, analyse, evaluate, and report on relevant quantitative and qualitative data focusing on KPIs. 		
<p>General Skills & Attributes:</p>	<ul style="list-style-type: none"> • Demonstrate a robust knowledge, understanding and commitment to protecting and safeguarding children and young people. • Empathy and emotional intelligence - to recognise and be sensitive to the needs of pupils and parents/carers • Resilience in dealing with untoward events. Outstanding interpersonal skills with the ability to direct multidisciplinary teams effectively and successfully develop collaborative working relationships at all levels. • Values-driven with high ethical standards • Ability to think on their feet and make considered decisions with a common-sense approach. • A passion for customer service • Be enthusiastic, self-motivated, and committed to helping all for whom they have the responsibility to achieve the best possible standards. • Have a willingness to participate in new initiatives where appropriate. 		<ul style="list-style-type: none"> • Application • Interview

Area	Essential	Desirable	Assessment Method
Values:	<p>To uphold our values of:</p> <ul style="list-style-type: none"> • Adventure – to be bold, courageous risk-takers. • Creativity – to embrace ideas, demand clear thinking, and inspire innovation. • Excellence – to set high standards, champion ambition and reward dedication. <ul style="list-style-type: none"> • To uphold high standards of probity in managing public funds, particularly regularity, propriety and value for money. • To adhere to the 7 principles of public life (also known as the Nolan Principles). 		<ul style="list-style-type: none"> • Interview