



# Administrator

KGA Salary Band 5, Points 6 – 9

Purpose	<p>To support the effective day-to-day running of the school office by delivering accurate, professional and timely administrative support across reception, statutory processes, safeguarding administration and operational systems.</p> <p>The postholder will work collaboratively as part of a team of three administrators to deliver key administrative processes. Duties will be allocated and prioritised within the team to ensure compliance and accuracy, in line with the contracted hours and under the direction of senior leaders.</p> <p>The role does not include line management responsibilities.</p>
Reporting to	Line Manager / Senior Leadership
Hours Pattern	15 hours per week/40 weeks per year 8.15 am – 4.15 pm Monday* and 8.45 am – 12.30 pm Tuesday and Wednesday (*inclusive of 30 minute unpaid break)

## Specific Areas of Responsibility

### 1. Reception and Operational Administration

- Provide a professional and welcoming front-of-house service.
- Ensure safeguarding procedures for visitors and volunteers are followed.
- Manage whole-school communications including letters, email and text messaging.
- Support diary management and parental meeting arrangements.
- Support Trips and Visits administration.
- Assist with reprographics and general office duties as required.

### 2. Attendance and Reporting

- Produce formal attendance and absence reports for senior leaders.
- Prepare attendance letters and support formal absence processes.
- Support reporting linked to exclusions and inclusion data.
- Maintain accurate pupil data to support statutory returns.

### 3. Admissions and Pupil

- Support the administration of in-year admissions, including processing applications, maintaining records and liaising with parents and relevant staff.
- Work in collaboration with the Admissions Officer to support the main round admissions process.
- Ensure accurate and timely updates to the MIS following pupil admissions and leavers.
- Prepare admission documentation and support communication with families.

#### **4. MIS and Systems Administration**

- Maintain and update the school MIS (e.g. Arbor), including pupil records, new starters and staff absence.
- Support parents' evening booking systems.
- Access and update external statutory systems as required.
- Support best practice use of the MIS by ensuring accurate data entry and record keeping.

#### **5. Statutory and Compliance Administration**

- Prepare and administer exclusion paperwork.
- Support completion of the school census and other DfE statutory returns.
- Maintain the Single Central Record (SCR) in liaison with safeguarding leads and senior leaders.
- Escalate any potential data breaches immediately in line with school's GDPR procedures.
- Maintain statutory records and consent documentation.

#### **6. Ordering and Stock Control**

- Support ordering of curriculum, administration and office supplies.
- Monitor stock levels and maintain budget-linked ordering systems.
- Liaise with the Trust finance and purchasing teams where required.
- Manage petty cash when required

#### **Wider Responsibilities**

- Work collaboratively with administration colleagues.
- Participate in professional development and appraisal.
- Maintain confidentiality at all times.
- Uphold safeguarding responsibilities and follow all school policies.
- Contribute positively to the ethos and values of the school.

The duties outlined above are not exhaustive. The postholder may be required to undertake other administrative tasks reasonably requested by the Line Manager or Senior Leadership Team, commensurate with the grade and nature of the role.

#### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

#### **Health, safety and discipline**

- Assist with Health & Safety requirements
- Promote the safety and wellbeing of pupils

#### **Professional development**

- Take part in the school's appraisal procedures
- Take part in training and development to improve the quality of resourcing/provision
- Where appropriate, take part in the appraisal and professional development of others

#### **Communication**

- Communicate effectively with relevant stakeholders
- Develop effective professional relationships with colleagues
- Collaborate and work with colleagues and other relevant professionals within and beyond the school

#### **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality

- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

All colleagues will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

### **Mobility Clause**

You may be required to work some of your contracted hours at other schools within the Trust, subject to the needs of the role.

### **Flexibility Statement**

It is impossible to define clearly the exact nature of any job in a school. Therefore, the purpose of this job description is to outline the main duties that have to be fulfilled. When there is an emergency or in times of difficulty, absence or sickness, it is necessary to take on a variety of tasks and responsibilities regardless of job description under the direction of the Line Manager and School Leadership.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the employer reserves the right to make changes to the job description following consultation

### **Person specification**

CRITERIA	QUALITIES
<b>Essential</b>	<ul style="list-style-type: none"> <li>• GCSE (or equivalent) in English and Mathematics.</li> <li>• Experience working in a busy administrative environment (school desirable).</li> <li>• Strong organisational skills and ability to prioritise workload.</li> <li>• High level of accuracy in data entry and reporting.</li> <li>• Competence in administrative systems.</li> <li>• Understanding of safeguarding and confidentiality requirements.</li> <li>• Ability to meet deadlines linked to statutory processes.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Experience supporting exclusions administration.</li> <li>• Experience completing census or statutory returns.</li> <li>• Experience maintaining compliance records such as the SCR.</li> <li>• Experience producing attendance reports.</li> </ul>
<b>Skills and knowledge</b>	<p>Excellent communication and organisational skills</p> <p>Effective communication and interpersonal skills</p> <p>Proficiency in using Microsoft Office and relevant administrative tools.</p> <p>Knowledge of guidance and requirements around safeguarding children</p> <p>Ability to build effective working relationships with staff and other stakeholders</p> <p>Experience working within an educational setting (preferable but not essential).</p>
<b>Personal qualities</b>	<p>Commitment to upholding and promoting the ethos and values of the school</p> <p>Commitment to always act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school</p> <p>Ability to manage multiple tasks and work under pressure to meet deadlines.</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to equity</p>

King's Academies are committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. King's Academies pursues a policy of equality of opportunity.