



School Administrator – Job Description

Grandpont Nursery School, Oxford, OX1

Contract: Part-time, Term time only.

Salary: Grade 4, £25,185-£25,584 Pro rata

Start Date: January 2025

Hours: 11 hours per week, over 2 days, 39 weeks per year (term time)

Line Manager: School Business Manager

Main purpose of the Role

You will work as part of our supportive office team, providing essential administrative and organisational support, greeting families, and helping ensure the nursery environment runs safely and efficiently. This is a varied and rewarding role ideal for someone who enjoys working with young children and their families.

Duties and Responsibilities

- Provide a warm, welcoming first point of contact for parents, carers, visitors, and young children.
- Provide administrative, and organisational services to the school
- Liaise with pupils, parents/carers
- Liaise with other staff and external agencies
- Analyse and evaluate data and information and run reports
- Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages.
- Act as the main point of contact for the school, investigating queries, assessing the nature of telephone calls, referring them to the appropriate person without referral to the line manager where possible, and receiving visitors in a courteous, prompt and efficient manner, to ensure that staff, service users and members of the public who contact the school are dealt with efficiently and consistently.
- Organise meetings and take notes.
- Develop and maintain manual and computerised records and management information systems.
- Process forms, returns, etc., including those to outside agencies
- First point of contact for sick pupils, liaise with parents / carers/staff
- Contribute to the planning and development of administrative procedures and systems.

Individuals in this role may also undertake some or all of the following:

- Organise arrangements for school visits and events
- Monitor pupil attendance and run reports
- Assist with producing marketing and promotion material for the school
- Assist with the administration of school lettings and other uses of school.

At Grandpont Nursery School, safeguarding is paramount. Staff must follow all policies relating to child protection, health & safety, confidentiality and data protection. All appointments are subject to enhanced DBS checks.

How to Apply

Please request an application form and sent the completed form back to:

Office@grandpontnurseryschool.co.uk

Closing date:

Interviews:

The following outlines the criteria that will be used by the school when shortlisting and interviewing applicants. Please give careful consideration to how you can use these criteria demonstrate your suitability for the post in your application and at interview.



	Criteria
QUALIFICATIONS	<ul style="list-style-type: none"> • NVQ Level 2 or equivalent • GCSE C in English and maths (or equivalent)
EXPERIENCE	<ul style="list-style-type: none"> • Experience of development, management and operation of administrative systems. • Ideally, experience of these systems in school (such as Arbor, Cpoms etc)
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Literacy, numeracy and keyboard skills • Computer literacy - ability to produce a range of documents and reports, including non-standard reports, using Windows WP package, Excel spreadsheet and database functions. • Supervisory skills • Interpersonal, organisational and administrative skills • Ability to develop and maintain effective computerised and manual filing systems. • Ability to communicate effectively and in a courteous manner, in person and over the telephone • Ability to receive and assess information over telephone or in person and refer to the appropriate person or source of information. • Ability to organise and prioritise workload to achieve deadlines. • Ability to investigate complex queries and anomalies when required. • Ability to take accurate notes and minutes of meetings. • Ability to take a proactive approach to tracking action points from meetings and correspondence, in liaison with the managers concerned. • Co-ordination skills when arranging meetings and appointments and arranging client care when required. • Ability to monitor and process accurate financial records. • Commitment to equalities and the promotion of diversity in all aspects of working.
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge for implementing a range of administrative procedures, including use of relevant ICT packages and systems. • Knowledge of the School's Record Retention Policy and freedom of information protocols of awareness of the requirement for this policy and protocol. • Understanding of data protection and confidentiality. • Knowledge of a range of IT systems. • Knowledge of computerised and manual filing systems. • Awareness of Data Protection and confidentiality issues. • Staff will be expected to have an awareness of and work within national legislation and school policies and procedures relating to Health and Safety.
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils. • Ability to work under pressure and prioritise effectively. • Commitment to maintaining confidentiality at all times. • Commitment to safeguarding and equality. • Embraces change well - Initiative / proactive / 'can do' approach. • Deals with difficult situations effectively