

Job Description and Person Specification

Administrator

Start Date:	1 st September 2025
Contract:	Permanent
Salary:	Band D SCP 6 - 11
Hours of work:	37 Hours per week Term Time Plus 1 week 8am – 4pm
Responsible to:	Headteacher
Primary Purpose of the role:	Organise and supervise administrative systems within the school. Contribute to the planning, development, and monitoring of support services, including coordination and delegation of relevant activities.

Overall, Purpose of the Post

To provide comprehensive administrative support to the school. To work collaboratively with all staff and parents in order to support the pupil wellbeing.

Key relationships:

The Headteacher and Senior Leadership Team (SLT), teaching staff, other support staff, students, parents, governors, and outside agencies

This job profile includes the main responsibilities of the post. However, the post will evolve. The post-holder will be required to adopt a flexible approach in order to meet the changing needs of the school.

Specific Responsibilities

- To receive visitors to the school and communicate with courtesy and clarity to all stakeholders, including answering the telephone and face-to-face enquiries.
- Assist with pupil first aid and welfare duties, including looking after sick pupils and liaising with parent and staff etc.
- Take a lead role in the development and maintenance of records and information systems.
- Produce, and respond to, complex correspondence.
- Manage financial & administrative procedures as directed by your line manager.
- Be responsible for completion and submission of complex forms, returns etc. including those to outside agencies e.g. DfE.
- To maintain and update all administrative and information systems and processes as required, including retrieving and collating information to ensure deliver of a high-level administrative service.
- Support with school lettings and other uses of school premises where relevant.
- To type and distribute letters to stakeholders and newsletters etc.
- Administer school registration procedures in line with statutory requirements.
- Be able to operate relevant equipment and ICT packages (word, excel email, internet etc.)
- Maintain records of stationary supplies and stock and re-order as required.
- Maintain and distribute uniform and reorder stock as required.
- Take a lead role in managing school meal finances and any other income into school.
- Be aware and comply with Health and Safety procedures.
- To produce lists, information and data as required, for example, pupils' data and to maintain and collate pupil reports accurately and to support the learning mentor in the administration of attendance.
- Arrange meetings and events and take notes at meetings to a high standard, as and when required.
- To collect and distribute incoming mail and dispatch outgoing mail.
- Respond to all queries from a wide range of people in an efficient and courteous manner, using initiative and creative skills to resolve issues.
- To have an overview of correct and timely input of data onto Arbor by staff and to manage access rights.
- Run routine reports for; class teachers, management, and other colleagues.
- To ensure accuracy and confidentiality of all information produced.
- To keep all stakeholders up to date by communicating through a range of channels.
- Use initiative and time management to organise own workload to meet deadlines.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality, and data protection, reporting all concerns to an appropriate person as soon as they arise.
- To be aware of and support difference and to ensure equal opportunities for all.
- Contribute to the overall ethos, work and aims of the school.
- Develop constructive relationships and communicate with other agencies and professionals.
- Recognise own strengths and areas of expertise and use these to advise and support others. Share expertise and skills with others.

General Requirements

- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with
- Responsibility for safeguarding and protecting the welfare of all students, being cognizant of the Safeguarding and Child Protection Policy and related procedures
- Carry out all duties regarding the school's policies and in compliance with the Trust's Equal Opportunities, Health & Safety and Code of Conduct procedures.
- Undertake necessary training associated with the post
- Ensure that duties and responsibilities are carried out in accordance with Trust policies
- Maintain confidentiality of information acquired in the course of undertaking duties
- Be a role model for students and staff
- Attend meetings, training sessions, after-school events and courses as required
- Participate in a program of self/professional development to ensure skills, knowledge and understanding are added to and kept up to date
- Comply with health and safety procedures, information and resources in line with school policy
- Undertake any reasonable duties as requested by the Headteacher or nominated delegate
- Maintain a positive ethos

Vantage CE Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. **This post is subject to an enhanced DBS check.** We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to The Trust's values and principles.

REVIEW ARRANGEMENTS The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required, and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, Vantage CE Academies Trust will expect to revise the Job Description from time to time and will consult with the post holder at the appropriate time.

Job Description prepared/revised: June 2025
Prepared by: Jane Buckley (HR Officer)

Person Specification
Administrator

We are looking for a candidate who meets the following requirements:

No.	CATEGORIES	Assessed by:		
		Essential/ Desirable	Application Form	Interview/ Task
QUALIFICATIONS				
1.	GCSE's in English & Maths at grade 4 or above (or equivalent)	E	✓	
2.	NVQ Level 3 or equivalent in relevant field or qualification by experience	E	✓	
3.	First aid qualification or willingness to obtain	D	✓	
KNOWLEDGE AND EXPERIENCE				
4.	Demonstrable experience in an administration role in a highly pressurised environment requiring tact, judgment in handling internal and external contacts	E	✓	✓
5.	Experience of working within an education setting	D	✓	✓
6.	High standard of numeracy and literacy skills ensuring effective written communication and reporting	E	✓	✓
7.	Excellent communication skills both written and oral, with evidence of effective interaction with and ability to relate to all stakeholders within the school and wider community	E	✓	✓
8.	Experience of using appropriate software including Microsoft Office, Google, and school MIS (Arbor & CPOMS)	E	✓	✓
9.	Experience of managing and entering data into management systems	E	✓	✓
10.	Experience of designing and implementing new processes in an administration environment	D	✓	
11.	Good general understanding of issues facing schools and the administrative provision they necessitate	D	✓	✓
BEHAVIOURS AND SKILLS				
12.	Ability to use professional judgement when providing responses to stakeholders	E	✓	✓
13.	Ability to present a friendly and professional attitude	E	✓	✓
14.	Willingness to operate as part of a team, carrying tasks out beyond the job description when occasion demands or opportunities exist	E	✓	✓
15.	To be flexible, to be able to adapt to changing workload demands and able to prioritise appropriately	E	✓	✓
16.	Ability to respond proactively to unexpected problems and situations	E	✓	✓
17.	Able to liaise sensitively and effectively with parents and carers recognising their role in pupil learning	E	✓	✓
18.	Work constructively as part of a team, understanding school roles and responsibilities and your own position within them.	E	✓	✓
19.	Ability to build and maintain successful relationships with pupils, parents and colleagues alike.	E	✓	✓
20.	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	E	✓	✓



Note to Applicants: Please try to show in your application, how best you meet the above requirements

