Spring Meadow Infant and Nursery School

Job Description – School Administrator (Maternity Cover)

Purpose of the Role

To support the aims and ethos of the school by providing an effective and efficient administrative service. The post holder will have responsibility for pupil information, attendance, nursery administration, communications, safeguarding administration and wider school operations.

Main Duties and Responsibilities:

Daily:

- Be the first port of call for all visitors to the school, providing a professional and welcoming service.
- Deal with telephone enquiries, emails and general correspondence in accordance with school procedures, ensuring all enquiries are actioned efficiently.
- Contact parents and carers to establish reasons for pupil absence and accurately record outcomes, liaising with headteacher where required.
- Daily attendance procedures, including monitoring all class registers.
- Nursery Administration, including new starters, nursery hours, funding.
- School Communications.
- Comply with all school policies and procedures, including safeguarding, health and safety, confidentiality and data protection.

As required:

- Support the production and distribution of the school newsletter.
- Generate routine correspondence, reports and documentation relating to pupils and school administration, including attendance/suspension/exclusion letters.
- Process and administer nursery funding claims and associated documentation.
- Maintain accurate nursery pupil records and funding information.
- Update records for Free School Meals (FSM) where applicable.
- Maintain and update visitor information with the Business Manager for the Single Central Record (SCR).
- Assist with the administration and organisation of SEND records and documentation.
- Support the maintenance and updating of the school website.
- Assist with school advertising and promotional activities.
- Support and update school social media platforms in accordance with school procedures.

- Prepare and distribute communications to parents and the wider school community.
- Undertake any other duties as instructed by the Headteacher/Deputy Headteacher or Business Manager

Person Specification

Essential Criteria

Qualifications

- GCSE Grade 4/C or above (or equivalent) in English and Mathematics.
- Good IT skills, including Microsoft Office applications.

Experience

- Experience of working in an administrative environment.
- Experience of maintaining accurate records and databases.
- Experience of providing excellent customer service and dealing with enquiries.
- Experience of handling confidential information.

Knowledge and Skills

- Excellent organisational and administrative skills.
- High level of attention to detail and accuracy.
- Strong verbal and written communication skills.
- Ability to prioritise workload and meet deadlines.
- Competent use of management information systems and databases.
- Ability to work independently and as part of a team.

Personal Qualities

- Professional, approachable and welcoming manner.
- Reliable, flexible and adaptable.
- Ability to remain calm under pressure.
- Ability to maintain confidentiality when handling sensitive information relating to pupils, parents and staff.

Desirable Criteria

- Experience of working within a school or educational setting.
- Experience of using Arbor or similar Management Information Systems.
- Knowledge of nursery funding processes.
- Understanding of attendance procedures and statutory requirements.
- Experience of website and social media administration.

Safeguarding Statement

Spring Meadow Infant and Nursery School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced DBS check and all other pre-employment checks in accordance with Keeping Children Safe in Education.

Equal Opportunities Statement

Spring Meadow Infant and Nursery School is committed to equality of opportunity and welcomes applications from all suitably qualified candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.