



Kelsall Primary & Nursery School  
Flat Lane, Kelsall  
Cheshire  
CW6 0PU.  
Tel: 01829 752811  
Website: [www.kelsall.cheshire.sch.uk](http://www.kelsall.cheshire.sch.uk)  
Headteacher: Mrs Sarah White  
B.A. (Hons.)  
[head@kelsall.cheshire.sch.uk](mailto:head@kelsall.cheshire.sch.uk)  
Deputy Head: Mrs Chloe Hook  
"A Love for Learning"

## Kelsall Primary and Nursery School

### JOB DESCRIPTION: GRADE 4 ADMINISTRATION OFFICER

#### **Job Purpose**

To provide accurate and timely administrative, reception and organisational support to the Governing Body, Senior Leadership Team, School Business Manager and other members of the school. To organise administrative functions/systems. Contribute to the planning, development and monitoring of support services.

#### **Key Tasks**

- Plan, develop, organise and monitor support systems, and procedures
- Contribute to the development of administration and HR policies
- Undertake general based administration including a full reception service, word processing, photocopying, filing, collation of information, distribution of mail and diary organisation, to ensure efficient and timely information is available.
- Liaise with staff, pupils, parents/carers, visitors and external agencies
- Ensure that all enquiries are handled efficiently and effectively.
- Develop and maintain recording and information systems, including personnel staff.
- Provide support, advice and guidance on administrative issues to senior staff, governing body and others
- Undertake analysis and interpretation of data, and produce detailed reports and complex information
- Operates bespoke school information management systems
- Maintain school systems to ensure accurate information is available and produce reports and statistical analysis from systems to facilitate management decision making and to meet statutory requirements.
- Undertake analysis and interpretation of data, and produce reports
- Manage the admissions, funding, and LEA funding submissions of Nursery.
- Responsible for producing annual and statutory returns
- Keep up to date and ensure statutory compliance of the schools Single Central Register
- Work with the SBM to undertake procurement within the school, including contract management and compliance to contractual conditions
- Assist the SBM to manage all budgets, undertake variance analyses and provide advice on options to improve over-under spends
- Produce, and respond to correspondence
- Undertake complex administration procedures.
- Complete and submit complex forms and returns including those for the DfES and LEA.
- Manage the administration of the management information systems.
- Undertake general based administration, e.g., booking trips, coaches, ordering resources
- Undertake research and obtain information to inform decisions
- Monitor service contracts, school licences and insurance
- Contribute to marketing and promotion of the school
- Coordinate, purchase, repair and maintenance of furniture and fittings.
- Manage stocks of supplies and consumables
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection reporting all concerns to an appropriate person.
- Be aware of and support equal opportunities for all.
- Be a proactive member of the school team, contributing to the overall ethos / work / aims of the school.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- To perform other duties considered reasonable, that are commensurate with the grading and designation of the post

**NOTE:**

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.