



### Job Description

Post Title	Salary	Reviewed
Administrator	Grade 7	April 2026

**Managed by: Office Manager**

#### Job Purpose

To provide comprehensive school reception and administrative support within North Star Academy Trust.

#### Key Job Outcomes

##### Reception and Administration

- Welcome visitors in a professional and friendly manner, providing a clean and tidy reception environment with up to date displays
- Ensure safeguarding procedures are followed for visitors to include checking identity and DBS information, issuing appropriate badges and passes and ensuring signing in / out is completed correctly
- Deal with incoming and outgoing telephone calls
- Monitor school email account and directing to the appropriate person
- Respond to a range of routine and more complex written, telephone and 'face to face' enquiries from a variety of internal and external sources to ensure a satisfactory resolution
- Open and distribute post
- Maintain efficient and effective electronic and physical filing systems
- Undertake printing and bulk photocopying as required and resolve or refer printer / copier issues
- Maintain the school calendar and admin annual planner
- Monitor stationery and office resources and submit expenditure requests as required to maintain appropriate stock levels
- General upkeep of the office, stationery cupboards, meeting rooms and staffroom
- Monitor the use of the school vehicles
- Manage process for signing keys in/out and ensuring all keys are accounted for daily.
- Undertake the initial induction with supply staff
- Provide support with pupil travel arrangements
- Compose, type and distribute routine and more complex correspondence, including letters and pupil reports

- Receive deliveries, record receipt of goods in log book and advise the Site Assistant of the appropriate destination
- Provide support for meetings, including preparing packs, arranging rooms and organising refreshments, as required
- Liaise with staff and parent/carers to ensure an excellent standard of communication is maintained at all times
- Ensure the office administration manual is kept up to date

### **Management Information System**

- Maintain an accurate Arbor database of pupil information in line with General Data Protection Regulations
- Monitor student attendance information and liaise with the Senior Leadership Team to ensure attendance registers are accurate and completed on time, investigating queries and ensuring correct use of codes
- Provide support for tracking and accounting of attendance, including first day calling
- Monitor and record pupil movements throughout the day
- Liaise with the SEN Administrator with regard to new-starter information
- Process common transfer files (CTF's);
- Prepare and process the school census
- Record exclusion information
- Produce reports as required by the Senior Leadership Team

### **School Lunches**

- Collection and reconciliation of school dinner income, following financial procedures in relation to income received into the office
- Chase payment of arrears
- Monitor the Free School Meals database
- Check daily dinner registers and provide numbers to the kitchen
- Ensure the kitchen is informed of special dietary needs

### **School Uniform**

- Collection and reconciliation of school uniform income, following financial procedures in relation to income received into the office
- Chase payment of arrears
- Issue uniform to new starters
- Maintain uniform stock control records and submit expenditure requests as required to maintain appropriate stock levels

### **First Aid**

- Act as Lead First Aider
- Act as a backup for pupil administration of medication
- Monitor and maintain first aid supplies

### **Website**

- To support the Headteacher in maintaining the school website
- To be proactive in keeping the website information accurate and up to date, liaising with school staff for content where necessary

## **Security and Confidentially**

- Ensure secure handling of confidential data and information to comply with Trust policies and General Data Protection Regulations

## **Developing North Star Academy Trust**

- Contribute to achieving the vision and aims of the Trust
- Contribute to the development of the Trust as an outstanding provider of SEMH provision
- Contribute to the development of collaborative and team working between schools in the Trust, as a means of affecting change and improving standards
- Contribute fully to the improvement of pupils' attitudes to learning and behaviour across the Trust
- To lead cross trust initiatives

## **General Accountabilities**

- So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees in school/work areas for which the post holder is responsible to maintain a safe working environment for employees and pupils. These practices are defined in the Trust's Health and Safety Policy and codes of practice
- Work in compliance with the Code of Conduct, Regulations and policies of the Trust, and its commitment to equal opportunities
- Take responsibility for your own professional development by keeping up to date with new initiatives and current best practice
- Ensure that output and quality of work is of a high standard and complies with current legislation and standards
- This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. The post holder will be required to carry out any other duties as requested which are commensurate with the grade of the post