



Job Description

General/Curriculum Administrator

Reporting to: Headteacher's PA

Job Purpose: To provide a professional and efficient administrative provision for the school; to act as receptionist for Sherwood Office

Key Tasks

- Answer the school switchboard and respond to incoming internal and external phone calls and deal with queries efficiently and professionally
- Greet visitors and students and deal with enquiries efficiently and professionally
- Take SSD (Senior Staff on duty) calls and ensure that they are passed on to be actioned appropriately. Keep a note of and pass on SSD lesson look-in information and ensure good communication as SSD transitions between senior staff from lesson to lesson. Keep track of SSD staffing covers.
- Provide administrative support for Teaching staff as required
- Maintain the detention logs and send out letters/emails and logs to staff.
- When there are large numbers in LTDT (Lunchtime detentions) request extra staff support and monitor to ensure information has been received on staff cover swaps.
- Liaise with Co-Headteachers on exclusions and ensure letters are sent out and exclusions logged correctly.
- Support with the preparation of paperwork for Governor Disciplinary Committees.
- Work with the Transition Lead to book primary visits to feeder primaries and organise all the corresponding administration and correspondence
- Assist with booking venues and resources and communicate requirements with Site, Catering, IT and PE teams
- Work with and provide cover for other members of the admin and reception team as required
- To be willing to undertake and maintain appropriate First Aid training and provide emergency First Aid as required
- Keep stock of and re-order sanitary stock and liaise with pastoral and cleaning teams regarding quantities and distribution
- Support with Upper and Lower School awards administration including producing certificates

Responsibilities

- Be aware of and 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 difference and ensure equal opportunities for all
- Contribute to the overall ethos/works/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

April 2026