

Job Description

Job Title: School Administrator (Grade 3)

Hours: 16 hours per week (term time, plus any additional hours as agreed)

Grade : Grade 3

Responsible to: School Business Manager / HR & Admin Officer

Purpose of the Role

To provide efficient administrative support to the school, assisting with the smooth day-to-day running of the office and supporting staff with administrative tasks, displays, and printed resources. The post holder will contribute to maintaining a welcoming, organised and professional school environment.

Key Responsibilities

Administration

- Provide general administrative support to the school office.
- Answer telephone calls and deal with enquiries in a professional and courteous manner.
- Respond to emails and direct enquiries to the appropriate member of staff.
- Maintain accurate records and filing systems, both electronic and paper-based.
- Assist with photocopying, scanning, laminating, and preparing teaching resources.
- Support the organisation of school events, meetings, and activities.
- Ensure confidentiality is maintained in accordance with school policies and data protection requirements.

Displays and Learning Environment

- Create, update, and maintain attractive classroom and corridor display boards.
- Remove and replace displays throughout the academic year as required.
- Prepare display materials, including mounting, laminating, trimming, and lettering.
- Work with teaching staff to produce engaging displays that celebrate pupils' achievements and support learning.

Printing and Resources

- Learn to operate and maintain the school's large-format printer.
- Produce posters, banners, signs, display materials, and other printed resources to a high standard.
- Report maintenance issues or faults.
- Ensure printed materials are completed accurately and within agreed timescales.

General Duties

- Assist with ordering and organising office and display supplies.
- Maintain tidy and organised workspaces and storage areas.
- Provide support to colleagues as required across the school.
- Undertake any other duties appropriate to the grade and nature of the post as reasonably requested by the School Business Manager or Headteacher.

Person Specification**Essential**

- Good organisational and time management skills.
- Good written and verbal communication skills.
- Competent IT skills, including Microsoft Office applications.
- Ability to work independently and as part of a team.
- Attention to detail and ability to prioritise workload.
- Positive, flexible and professional approach.
- Willingness to learn new systems and equipment, including operation of a large-format printer.
- Commitment to maintaining confidentiality.

Desirable

- Previous administrative experience in a school or office environment.
- Experience producing displays or creative resources.
- Experience using photocopiers, laminators or large-format printing equipment.
- Knowledge of school management systems