



Roots Federation
EDUCATIONAL EXCELLENCE FOR EARLY YEARS

Admin Team Member Job Description

ROLE PURPOSE

The admin team member will provide high-quality front-of-house and administrative support to the nursery school, under the direction of senior staff. The role is central to the smooth daily running of the school, acting as the first point of contact for parents, visitors, and staff, and supporting administrative systems and procedures.

The postholder will be based in the school office and will work closely with the office team, teaching staff, and senior leaders to ensure effective communication and a welcoming, well-organised school environment.

KEY DUTIES AND RESPONSIBILITIES

Front of House and Communication

- Welcome children, parents, carers, and visitors, ensuring a friendly and professional first point of contact.
- Support the safe arrival and dismissal of children, following school procedures.
- Respond to telephone, email, and face-to-face enquiries and direct them appropriately.
- Sign in visitors and maintain safeguarding and security procedures.

Administrative Support

- Provide general administrative and clerical support, including word processing, data entry, filing, and use of school IT systems.
- Maintain accurate manual and electronic records, databases, and management information systems.
- Produce reports, lists, and information as requested by senior staff or external agencies.

Pupil and Parent Support

- Act as the first point of contact for unwell children and liaise with parents, carers, and staff as required.
- Support communication between families and the school, ensuring information is shared in a timely and appropriate way.



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Events and School Activities

- Assist with the organisation of school events, visits, and activities.
- Provide administrative support for meetings, including preparing documents and taking notes when required.

Financial and Resource Administration

- Support basic financial administration, including processing orders, handling payments.

Additional Responsibilities

- Work collaboratively with the office team, teachers, and senior leaders to ensure efficient school operations.

Undertake any other duties appropriate to the role as directed by senior staff.



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