

JOB DESCRIPTION

Administrator

Reporting to	School Business Manager
Salary	£27,507 -£30,113 per annum
Location	TCES East London, E15 4HT
Contract and hours	Permanent, Term time plus 2 weeks.

Job Purpose

To provide effective administrative and organisational support, managing all administrative aspects of the school under the direction of the Senior Leadership Team (SLT), to ensure its smooth day-to-day running.

Main duties and responsibilities

Administrative & Operational Support

Ensuring the smooth running of the administration office including relevant equipment.

Keeping up-to-date records for all pupils and ensuring that the Admissions Register is accurate.

Providing administrative support.

Managing the office facilities and resources; re-ordering when required.

Support the day-to-day running of the school office, ensuring systems and resources function effectively.

Format and distribute communications to staff, parents, and external stakeholders.

Maintain organised filing.

Data & Information Management

Work with the SLT to record and analyse data for a range of needs, including pupil attendance and pupil progress.

Oversee the integrity of any data and the management information system (MIS).

Input and maintain accurate data within the school MIS systems.

Run routine reports to support attendance and pupil tracking.

Maintain confidentiality and always follow data protection procedures.

Human Resources

Providing support as required with HR administration.

Arranging for new members of staff to have an email account.

Quality checking identification of all temporary staff and flagging concerns.

Maintaining regular reports to HR, including staff audit sheets.

Provide administrative support for recruitment and onboarding processes.

Maintain staff records in line with safeguarding and school procedures.

Finance

Processing all purchase orders in a timely manner in line with financial procedures.

Processing all invoices in line with financial procedures.

Manage the petty cash including reconciling the accounts.

Ensuring that all staff expense claims are processed in a timely manner in line with TCES policy.

Additional

Assist with the preparation of agendas, reports, and minutes.

Ensuring Annual Review diary is up to date.

Formatting and sending out termly school reports.

Organising and maintaining filing systems.

Standing in for the Receptionist when required.

Since job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The post-holder is expected to observe and comply with all TCES policies and regulations, for example Code of Conduct, Safeguarding, Keeping Children Safe in Education, Health and Safety, TCES Values, Equality and Diversity etc.

PERSON SPECIFICATION

Education and Qualifications

GCSE's at least Grade C or level four (or equivalent) in English Language and Mathematics (or equivalent experience).

Evidence of personal development to maintain skills.

Post-16 qualification or equivalent experience.

Knowledge and Experience

Experience working within a school environment.

Substantial administrative experience.

Experience in producing analysis and charts from raw data.

Knowledge of ISS Regulations. (D)

Skills and abilities

Exemplary customer service skills.

Proficient IT skills including MS Office applications.

Skilled in minute taking.

Excellent interpersonal communication skills.

Flexibility in thinking and practice.

Highly organised with very good time management skills to work to deadlines.

Ability to work independently and as part of a team.

Other

Commitment to leading on safeguarding and promoting the welfare of children and young people.

Able to promote and celebrate diversity and equal opportunities.

Commitment to TCES Values.

D = Desirable

April 2026