

ROLE PROFILE

#RKLTPeople

Nurturing Ambition, Inspiring Excellence



Red Kite Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure. We are an equal opportunities employer which welcomes applications from all sectors of the community. We are committed to promoting diversity and want a workforce which reflects the local population of each of our schools.



www.rklt.co.uk/careers



*Red Kite Learning Trust is committed to supporting work–life balance and recognise the benefits of flexible working. We welcome requests for flexible working arrangements as part of the recruitment process. While flexibility may be possible for many roles, each request will be considered on an individual basis.

Job Title:	Senior Administrator	School:	Colton Primary School
Salary Grade:	B3, SCP 7-11	Working Hours:	Part time 22.5 hours week Monday - Friday
Contract Type:	Permanent, Term time + Training Days	Location:	Leeds

Responsible to: School Business Manager

Responsible for: Administration Assistant

Role summary: The Senior Administrator is responsible for delivering a high-quality administrative service to internal and external stakeholders, supporting the effective day-to-day operation of the school. Working closely with the Headteacher and Business Manager, the postholder provides administrative support across HR, payroll, finance and school operations, ensuring the accurate maintenance of staff records, school systems and compliance processes. The role also supports recruitment, payroll and financial administration, contributes to health and safety and policy-related activities and provides professional front-of-house support to staff, pupils, parents, visitors and external agencies.

Special conditions of service:

No smoking policy, including e-cigarettes/vaping.

Role specific responsibilities:

- Provide efficient administrative and clerical support to ensure the smooth day to day running of the school.
- Maintain accurate pupil records including attendance punctuality and absence using the school management system.
- Monitor attendance data produce reports and highlight concerns to relevant staff and senior leaders.
- Communicate effectively with parents, carers, staff, pupils and external agencies acting as a key point of contact.
- Support school policies and procedures including attendance safeguarding confidentiality and data protection.
- Administer student related processes such as absence reporting, holiday requests, late arrivals and penalty notices.
- Handle confidential and sensitive information appropriately and professionally.
- Support inclusion and pastoral processes through accurate record keeping and information sharing.



- Deliver efficient, customer-focused administrative services as part of a team.
- Oversee and support the Administration Assistant, providing guidance, allocating work and monitoring performance.
- Supervise and monitor the day-to-day activities of the administrative team.
- Prioritise and coordinate workloads to meet competing deadlines and service requirements.
- Handle complex enquiries from pupils, parents, staff, governors, external agencies and members of the public.
- Communicate effectively with internal and external stakeholders, including dealing with sensitive and confidential information.
- Provide comprehensive administrative and clerical support to ensure the smooth running of the school.
- Maintain accurate pupil records, including attendance, punctuality and absence data using the school's management system.
- Monitor attendance and absence data, produce reports and escalate concerns to relevant staff and senior leaders.
- Administer attendance-related processes, including absence reporting, holiday requests, late arrivals and penalty notices.
- Maintain accurate records and monitor progress against agreed standards and performance targets.
- Use IT systems, databases and school management software effectively to input, retrieve and manage data.
- Collate, analyse and prepare information from a range of sources to support decision-making.
- Produce, present and distribute reports, statistical information and management data.
- Process routine financial transactions in accordance with financial regulations and procedures.
- Maintain and develop administrative systems, communication logs, correspondence records and signing-in procedures.
- Manage and update the school website, ensuring information is accurate, current and compliant with statutory requirements.
- Provide reception and front-of-house services, including visitor management and responding to enquiries.
- Support safeguarding, inclusion and pastoral processes through accurate record-keeping and appropriate information sharing.
- Ensure compliance with school policies and procedures relating to safeguarding, attendance, confidentiality, data protection, equality, diversity and health and safety.
- Identify and implement improvements to administrative systems, processes and workflows to enhance efficiency and effectiveness.
- Support the induction, training and development of new team members.
- Participate in team meetings, training programmes, performance management and continuing professional development activities.
- Provide first aid and general administrative support as required.
- Manage correspondence, filing systems, diaries and office procedures to maintain an organised and efficient working environment.
- Promote the welfare, safeguarding and inclusion of children and young people.
- Undertake other duties appropriate to the grade and responsibilities of the post.

All colleagues, regardless of career stage, will make a positive contribution to the wider life and community of our school, for example through sport, music, hobbies etc.

RK People responsibilities:

- Contribute to the overall [aims and values](#) of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection etc., reporting any concerns to the appropriate person
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the role profile but which is in line with the general scope, grade and responsibilities of the role.



Our Trust Mission

Nurturing ambition, delivering excellence and enriching children's lives.



Our Trust Values



Collaboration

We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.



Integrity

We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.



Respect

We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

Our Trust Goals



We champion learning

Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.



We promote wellbeing

Ensuring the wellbeing of every child and member of staff in our Trust.



We invest in our people

Supporting every member of staff throughout their career to be the best that they can be.



We innovate with technology

Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.



We are our Trust

Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.

PEOPLE PROFILE

Aptitudes and Characteristics	Essential	Desirable
Strong interpersonal skills with a welcoming, professional manner	*	
Ability to work flexibly and collaboratively as part of a team as well as on own	*	
Able to use own initiative and motivate others	*	
Ability to communicate to a variety of stakeholders	*	
Willingness to proactively take part in training. Take responsibility for and be keen to improve upon own professional development	*	
Ability to work calmly under pressure to high levels of accuracy	*	
Ability to demonstrate a commitment to equality of opportunity for all pupils	*	
Ability to contribute to wider school life	*	
To demonstrate high levels of confidentiality	*	
Ability to manage workload effectively to meet deadlines	*	
Excellent written and oral communication and organisation	*	
Excellent numeracy skills	*	



Willingness to be flexible and work to meet the best interests of the school	*	
Qualifications, Knowledge and Experience	Essential	Desirable
GCSEs English and Maths (Level C) or equivalent	*	
NVQ Level 3 or equivalent qualification or the ability to demonstrate experience gained in the appropriate area.	*	
Knowledge of general office procedures and practice	*	
Have knowledge of basic first aid		*
Willingness to undertake first aid training	*	
Awareness of key legislation and regulations, including health and safety requirements, data protection and confidentiality.		*
Experience of working in partnership with others to deliver work to set deadlines	*	
Experience of working in teams and working on own initiative	*	
Experience of extracting and analysing data from information databases	*	
Experience of processing internal and external orders and being aware of financial procedures	*	
Competent ability in ICT, including Microsoft and SIMS	*	
Experience of dealing with queries from a wide range of people	*	
Experience of providing customer facing or administrative role	*	
Experience working in an office environment	*	
Safeguarding and Promoting the Welfare of Pupils	Essential	Desirable
An appropriate motivation to work with children and young people	*	
Ability to maintain appropriate relationships and personal boundaries with children and young people	*	
Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	*	

