

Job Description and Person Specification

Job details			
Job title	School Administrator		
School	Wensum Junior School		
Location	Turner Road Norwich		
Hours per week	37.5 hours Including 30 mins unpaid lunch break	Weeks per annum Permanent/ Fixed Term/ Temporary	39 weeks (term time+1) Permanent
Grade	Support Staff Scale D5		
Responsible to	Headteacher		
Responsible for	N/A		
Effective date	February 2026	Job Family	Support Staff - Administration

Purpose of the Role

Support the School business partner in managing the school's administrative and clerical services, ensuring they operate at a high standard. Ensure these functions effectively aid the school's management and teaching staff. Responsibilities include developing, planning, and overseeing school support services and complex procedures.

The School Administrator will ensure that all areas of responsibility are efficient, effective, and compliant, contributing to the school's goal of providing a high-quality education in a safe, warm, and secure environment for both staff and pupils. They will also maintain a positive image of the school to parents, visitors, and other professionals, reflecting the school's and trust's ethos.

Collaboration and teamwork are at the heart of this role. The post holder must work closely with all members of the school community, demonstrating integrity, setting high expectations for themselves and others, and upholding standards of care for children, staff, parents, and the community.

Job Description – main duties and responsibilities

Financial

- Ensure any additional income/grants/funding which comes direct to the school is accounted for within the school's system
- Ensure that parents are supported to apply for appropriate funding including Pupil Premium
- Process any staff or pupil debts
- Process purchasing within the school including raising purchase requests, issuing orders to suppliers, managing the receipt of goods, resolving queries on orders, raising invoices on parent Pay Portals as required by the Headteacher
- Under the direction of the Headteacher, ensure all trust standards of Procurement are adhered to including adding new suppliers and liaising with Procurement on significant purchases

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HR
<ul style="list-style-type: none"> • Ensure any staffing changes are reported accurately on both HR system and IMP • Assist the Headteacher in the induction process for staff • Under the direction of the Headteacher, ensure the Single Central Record is up to date and accurate including the correct recording of all information and files. Support the headteacher in recruitment process including all standards of Safer recruitment. To assist with the recruitment and selection of staff, including drafting adverts, shortlisting, and interviewing • Uphold the standards of Safeguarding including the oversight of the process for visitors entering the school • Ensure records for staff and pupils are kept in an organised, compliant, and up to date system • Process and record absences of staff correctly onto the system • Support the Headteacher to ensure all staff are aware of standards and systems in support of wellbeing and resilience
Pupil Support
<ul style="list-style-type: none"> • Transition/Leavers – to support the KS2 Lead/Year 6 team with all transition arrangements and leavers data for high schools and any in year transfers, ensuring records and accurately reflected on Arbor • Work alongside the Headteacher to ensure Health and Safety is compliant across the school including the oversight of Risk assessments • Work alongside the Headteacher to oversee work of contractors on site • Manage first aid including the ordering of resources, compliant monitoring and administration of incidents • Update the asset register and ensure any disposal of assets are in line with the trust policy • Contribute to the daily communication with catering staff, confirming numbers, orders, and any feedback
Community
<ul style="list-style-type: none"> • Be the first point of contact for the school community at reception, providing efficient administrative support to all parents and staff • Work with the Headteacher to ensure effective communication and relationships with parents and other agencies. Work as an advocate for parents, signposting to help where necessary Support activities which support the positive marketing of the school, through use of social media and other relevant channels • Work with the Headteacher to ensure that the website is up to date and compliant • Assist the Headteacher in the organisation and running of school-based events as appropriate
Administrative Management
<ul style="list-style-type: none"> • Work with the School business partner to ensure GDPR breaches are reported • To manage, manage, and undertake administrative, secretarial, word processing/typing, computing, and information/data services, ensuring that these functions are organised efficiently to meet the needs of the school • Oversee the administration of regular administrative tasks including daily registers, newsletters and breakfast clubs • Oversee the administration of ad hoc tasks including schools/trips • Liaise with IT partner as appropriate • To undertake general duties of an administrative or organisation nature and any other duties that are within the scope of the post as determined by the Headteacher and School business partner
Safeguarding and health & safety
<ul style="list-style-type: none"> • Evolution Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Therefore, we will conduct pre-

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employment checks, including a social media search. This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations, and a successful applicant would be required to complete a declaration form to establish whether they are disqualified under these regulations. An enhanced DBS check will be required

- Promote the safety and wellbeing of pupils, and help to safeguard pupils by keeping up to date with relevant safeguarding guidance and practice, including Keeping Children Safe in Education and Working Together to Safeguard Children
- Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion
- Respond appropriately to safeguarding and child protection concerns, following school procedures and reporting promptly to the DSL
- Adhere to all health & safety regulations and requirements, taking necessary action to ensure a safe working and learning environments for all children, colleagues and visitors
- Promote a culture of vigilance and openness where pupils and staff feel safe and confident to raise concerns

Professional development

- Keep own knowledge and understanding relevant and up to date by reflecting on own practice, liaising with manager to identify relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role
- Take part in the school's appraisal procedures
- Follow all Trust and School policies, including the staff code of conduct

Supporting the work of our Trust

- Support our vision, mission, and values, as well as our principled ways of working
- Be a professional role model, promoting the aims of our Trust whilst also providing a critical and supportive lens
- Develop and maintain strong working relationships with EAT colleagues and contribute to collaborative working across schools
- Attend and engage in regular professional training, seek support from other leaders, and share best practice across our EAT community
- Contribute to our 'One Trust' approach, seeking further opportunities to celebrate the work of our staff teams

Person Specification	
Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> • GCSE or equivalent level, including at least a Grade 4 (previously Grade C) or Functional Skills Level 2 in English and maths. • Holds an appropriate administrative qualification at NVQ level 3 or has the equivalent relevant experience. 	<ul style="list-style-type: none"> • Further study in relevant courses • Safeguarding Training including safer recruitment
Experience	

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<ul style="list-style-type: none"> Is fully competent at using and able to develop and implement common and school specialist IT systems. Experience of using effective communication skills in a variety of contexts 	<ul style="list-style-type: none"> Has worked within an Educational Environment
Skills/knowledge	
<ul style="list-style-type: none"> Excellent ICT/keyboard skills. Ability to relate well to children and adults. Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. Excellent communication skills Ability to self-evaluate learning needs and actively seek learning opportunities. 	
Personal Qualities	
<ul style="list-style-type: none"> Enjoyment of working with children. Sensitivity and understanding, to help build good relationships with pupils. Commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school. Commitment to maintaining confidentiality at all times. Commitment to safeguarding pupil's wellbeing and equality. Resilient, positive, forward looking, and enthusiastic about making a difference. 	<ul style="list-style-type: none"> Capacity to inspire, motivate and challenge children and young people.

General information
<ul style="list-style-type: none"> This job description details the main outcomes required and will only be updated to reflect major changes that impact on the outcomes of the job. It may be amended at any time in consultation with the postholder All work performed/duties undertaken must be carried out in accordance with relevant, Trust and Local Authority policies and procedures, within legislation, and with regard to the needs of our stakeholders and the diverse community we serve Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management. This Job Description is not an exhaustive list

Signed: Job Holder		Signed Manager:	
Print Name:		Print Name:	
Date:		Date:	