

Job Description

Job Title	Administrator		
Location	Devon Moors Federation		
Reporting to (job title)	Executive Head and Federation Business Manager		
Service/Section/School	Filleigh Primary School, part of The Devon Moors Federation		
Grade	C		
Effective date	1st September 2025	Job Number	G.0384

Main Duties and Responsibilities

This job description refers to the principal duties and responsibilities of the post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities.

Job Purpose:

To provide administrative and organisational support to Filleigh Primary School under the supervision and guidance of the Executive Headteacher and Federation Business Manager.

The role and work of the Administrator involves dealing with sensitive and confidential information regarding staff and pupils. It is essential to maintain the highest level of confidentiality in relation to all school matters.

To improve communication within the school and with all stakeholders to ensure transparency and clarity of school's vision.

Filleigh Primary School is committed to safeguarding and promoting the welfare of children. All staff employed at our school must be dedicated to securing the safety and well-being of children.

School Administrative Support

- To act as a first stop for incoming post, phone calls, e-mails and distribute as appropriate.
- To act as receptionist and first point of contact in the main office to meet needs of parents, pupils, contractors and visitors.
- To maintain school diaries using both paper and web based versions.
- To maintain a tidy and welcoming reception area.
- To check class registers for lateness and absence on a daily basis in accordance with recommendations from the Education Welfare Officer.
- To maintain pupil data on Bromcom, admissions, leavers, production of class lists as required.
- To ensure the necessary permissions forms for every child are held and recorded and updated as required.

- To ensure all GDPR information is held correctly in line with the federation's processes and liaise with the DPO as required.
- Maintain records with regard to health issues and to distribute in line with the federation's processes.
- To write and design general school materials as directed.
- To assist teaching staff with admin tasks, i.e. booking trips, photocopying, telephone calls, during teaching hours.
- To assist with the organisation of trips and outings, including booking coaches/venues, collecting monies and production of trip costing sheets.
- To help administer the school website ensuring that it is up to date and meets the main audience needs.
- To collate, print and distribute the school newsletter and other communications, electronic and paper based.
- To collate information for the school prospectus and suggest layouts to make it user friendly.
- To organise the printing of school materials.
- To be the first point of call for website communications.
- To book visiting theatre groups/specialist visitors as required.
- Responsible for general clerical and administrative tasks.
- Administration of voucher schemes, i.e. Tesco and Sainsburys
- Maintaining school filing systems.
- To follow direction of the Federation Business Manager in ensuring that the school systems are kept up to date at all times.

Finance Support

- Assist the Federation Business Manager in the ordering of stock and payment of invoices for all school funds.
- Assist the Federation Business Manager in the preparation of petty cash claims.
- Assist the Federation Business Manager in the preparation of supply/overtime claims to meet deadlines set by HROne Payment services.
- Checking all deliveries.
- Maintain stocks of school uniform and administer payments from parents.
- Maintain equipment inventory for insurance/audit purposes.
- To maintain cash collection costing sheets relating to all trips/visits
- Banking and receipting of monies collected for school budget account.
- Pre-School Fund:
 - o Maintaining pre-school registers
 - o Collecting and preparing money for banking
 - o Liaison with early years team
 - o Undertake headcount to meet DCC deadlines
 - o Maintaining all records associated with pre-school
 - o Assist the Federation Business Manager in the reconciling of funds
 - o Advise Federation Business Manager of any debt in excess if the federation's limit for arrears so that further action can be taken.
- School meals:
 - o Maintaining school meals registers
 - o Collecting and preparing money for banking

- o Liaison with school kitchen and daily ordering of meals
- o Maintaining free school meals system
- o Maintaining all records associated with school meals
- o Assist the Federation Business Manager in the reconciling of meals
- o Advise Federation Business Manager of any debt in excess of the federation's limit of £50 arrears so that further action can be taken.

1. Supervision and Management:

The post holder would not be responsible for the management of other members of staff but may on occasions allocate routine tasks to others.

2. Creativity & Innovation:

The post holder would generally work within the prescribed procedures but may be required to review existing procedures and have input into new systems that are being created.

The post holder will have opportunity to style the way that information about the school is presented and will seek opportunities to promote the school in the wider community, for example putting short articles into the community magazine or bringing proposals about improving communication to the senior leadership team.

3. Links with other officers, Service users or Members of the public:

Teaching and non-teaching staff, in respect of provision of information re day to day running of the school, especially regarding visits and visitors.

Parental contact – the post holder will be required to contact parents to arrange meetings and they will often be the first point of contact for incoming phone calls and e-mails.

External groups – Liaison with regard to promoting school events, assemblies, impact days and trips, also our extended school.

Work with the website provider to keep school website up to date, relevant and informative.

Other educational agencies – to access information on behalf of the senior leadership team that may be useful on the web site.

4. Levels of Responsibility:

The post holder will be an integral member of the school admin team. As part of this team the post holder will be expected to input into existing procedures. They will also be involved in creating new systems to aid communication both in the school and wider community.

These will be based on the post holder's own areas of specialism.

The post holder will organise information according to school priorities and perceived parental need.

There is flexibility in prioritising but allowing for meeting deadlines established by the senior leadership team.

5. Effects of Decisions:

The post holder will be required to identify and recommend options for consideration, but ultimately will not be responsible for the decision to implement changes to procedures.

6. Resources:

The post holder will be responsible for inputting and updating school data systems as required.

The post holder will be required to handle cash and follow the office cash handling procedures and assist in financial administration as required by the Federation Business Manager.

7. Work Demands:

Due to the nature of the role, work will be subject to frequent interruption. Requests can come from a variety of staff supporting pupils across the school and from pupils themselves.

The post holder will be required to determine own priorities in order to meet daily deadlines.

The post holder will seek guidance to resolve conflicting priorities.

8. Physical Demands:

No physical demands placed on the post holder.

9. Working Conditions:

An office environment.

10. Work Context:

Office based administration.

11. Knowledge & Skills:

- a. All aspects of office procedures and systems, e.g. telephone contact, filing, data collection and entry

- b. Ability to work with primary aged pupils, listening and responding to their view point/priorities
- c. IT skills – Microsoft packages (word, excel and outlook, desktop publishing), schools database (Bromcom).
- d. Good standard of English and Maths, written and oral. NVQ 2 level.
- e. Effective organisation skills and good interpersonal skills.
- f. Ability to handle a number of different tasks and work to deadlines.
- g. Ability to communicate at all levels.
- h. Ability to identify and recommend options for consideration but ultimately will not be responsible for the decision to implement changes to procedures.

Signatures

Job Description agreed by:

Line/Originating Manager:

Name: _____ **Signature:** _____ **Date:** _____

Head of Service/Head teacher:

Name: _____ **Signature:** _____ **Date:** _____