

Job Title

School Administrator

Job Purpose

To provide efficient and effective administrative support to the school, ensuring the smooth day-to-day operation of admissions, pupil records, communications, and statutory reporting, while acting as a key point of contact for parents, staff, and external agencies.

Key Responsibilities

Pupil Records and Data Management

- Maintain accurate and up-to-date pupil and contact records using **Arbor**.
- Ensure school records are kept securely and in line with data protection requirements.
- Prepare and submit the **termly DfE census** accurately and on time.

Admissions Administration

- Support the admissions process, including managing applications and maintaining records.
- Organise and support **open mornings**.
- Liaise with the **Rabbi, admissions governor, and local authority** as required.
- Send out offers of places and prepare starting information for new families.
- Check family eligibility for **Nursery funding** and submit claims to the local authority.

Communication and Engagement

- Produce and distribute the **weekly school newsletter**.
- Prepare and send emails relating to **end-of-year reports**.
- Act as a professional first point of contact for parents and visitors.

Parent and School Events

- Organise **parents' evening appointments** and manage the security rota using **SchoolCloud**.
- Manage ticket sales for school productions using **TicketSource**.

Website and Digital Presence

- Manage and update the **school website** as required, ensuring information is accurate and current.

General Administration

- Provide general administrative support to the leadership team as required.
- Work collaboratively with staff to support the wider life of the school.

Person Specification

Essential:

- Strong organisational and administrative skills.
- High level of accuracy and attention to detail.
- Confident use of IT systems and ability to manage databases.
- Excellent written and verbal communication skills.
- Ability to handle sensitive information with discretion.

Desirable:

- Experience using school management systems such as **Arbor**.
- Experience working in a school or educational setting.
- Familiarity with admissions processes and local authority procedures.

Safeguarding

The post holder is expected to uphold the school's safeguarding and child protection policies at all times and will be subject to appropriate pre-employment checks.