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March 2026

## Stoke Prior First School School Administrator Job Description

We are looking for someone who can:

- Take responsibility for the day to day running of the school office and to assist the Headteacher with the effective administration of all school matters.
- Provide administrative support to the Headteacher and other staff, to include letters, reports, newsletters, recruitment and reference requests, organisation for school productions, open days and nursery visits
- Greet all visitors and parents at the school office, answering queries and redirecting as necessary
- Maintain schedules and diaries, dealing with confidential information with complete discretion
- Administer all staff records, to include recruitment and other personnel procedures including DBS and identity checks on staff, volunteers and visitors, and upkeep of the school's Single Central Register
- Manage staff absence and overtime using school's personnel system
- Complete and send off LA and DfE assessment and staffing returns, together with Census Returns throughout the year as requested
- Administer the school meals system, to include paid and free hot dinner orders,
- Administer coordination of school milk provision (through the [www.CoolMilk](http://www.CoolMilk.com) system)
- Coordinate provision and payment of music lessons and school clubs
- Administer management information system providing all pupil information, including electronic upgrades and attendance registers, including penalty notifications
- Administer school transfers and admissions, including induction documents, electronic files and assessment data
- Arranging transport for and organisation of any school visits, trips, sports and residential activities
- Administration of staff courses and co-ordination of visits from outside agencies, eg builders, contractors, sports coaches and supply teachers
- Liaison with the PTA for the purpose of messages, newsletters and promotion of events
- To undertake any other relevant duties at the same grade