

**Aspiring Foundations Federated Nursery Schools**

**(Ditton Nursery School and Warrington Road Nursery School)**

**Job title:** School Administrator

**Salary:** HBC 3 SCP 5-6

**Contract type:** Fixed term contract until 24/07/2026, 15 hours per week

**Reporting to:** Senior school administrator (Headteacher in their absence)

**MAIN PURPOSE OF THE JOB**

To take a lead role in the general running of the school’s office and administrative functions, initially at Ditton Nursery School, alongside providing general support to the Federation.

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| **Key Duties** | |
| **1** | To take a lead role in the running of Ditton Nursery School office, ensuring its smooth running |
| **2** | To provide a first point of contact for visitors to the school either face-to-face or by telephone, including greeting visitors to the school and dealing with enquiries from staff, pupils, parents and visitors |
| **3** | To take any actions as a result of any enquiry received, including updating appropriate systems, and taking into account any relevant school policies and procedures |
| **4** | To work with a variety of software packages such as Arbor |
| **5** | To be responsible for maintaining Ditton Nursery School pages on the website |
| **6** | To manage the school fund account |
| **7** | To support the Federation’s senior school administrator and other administrative staff in marketing and promoting the Federation and Schools within it |
| **8** | Maintain manual and computerised records and/or management information systems such as Arbor |
| **9** | Undertake basic typing, word processing and other ICT based tasks including the production of simple letters, reports, schedules etc. |
| **10** | To be responsible for sorting the mail and distributing it to the appropriate staff/department |
| **11** | To be responsible for acknowledging and receipt of all deliveries to the school and ensuring that all documentation is completed correctly |
| **12** | Undertake personal development through training and other learning activities as required |
| **13** | Attend and participate in meetings as required |
| **14** | Be aware of and comply with policies and procedures relating to safeguarding, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person |
| **15** | To work across both sites within the Federation as required. |
| **16** | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |

The post will require you to work in partnership with the headteacher, governors, staff and parents to ensure the continuous improvement of the Federation.

**The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff, workers and volunteers to share this commitment.**

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| **MAIN PURPOSE OF THE JOB:** | | | |
| **To take a lead role in the general running of the school’s office and administrative functions, initially at Warrington Road Nursery School, alongside providing general support to the Federation.** | | | |
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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **Education and Qualifications** | Qualification or experience in a relevant discipline  Working knowledge and experience of Microsoft Office applications including Word, Excel and Outlook  GCSE (or equivalent) Maths and English Grades A-C | NVQ Level 2 in Business Administration or equivalent  First Aid Qualification  Experience of school management and information systems | Application Form  Reference  Certificate |
| **Experience** | Experience of supporting the management and operation of administrative systems of work including some basic finance tasks such as handling money.  Experience of working in a customer services environment  Experience of dealing with members of the public, employees and managers  Previous experience of working in a team | Prior experience of working in a school environment, or busy office/reception.  Knowledge of Health and Safety procedures  Purchasing experience/requesting quotes | Application Form and Interview |
| **Skills and Abilities** | Excellent literacy and numeracy skills  Able to work independently and proactively, prioritising work appropriately with attention to detail    Demonstrates a high level of organisational skills and accuracy  Possess excellent communication skills both orally and written  Has the ability to maintain confidentiality on all school matters  Always demonstrates a high level of customer service  Experience of using and inputting data onto databases  Ability to work under own initiative | Basic marketing skills  Experience and knowledge of working with school processes and procedures  Experience of basic finance support  Good powers of persuasion and the ability to stand your ground | Application Form and Interview |
| **Other Requirements** | Be responsible, honest, caring and reliable, and conduct oneself with integrity.  Happy disposition, with a ‘can do solutions based’ approach to tasks  Comfortable working alone and also within a team as necessary  Enjoy a varied work environment and be happy to be flexible in work practices to suit the needs of the Federation  Calm, patient manner with a high level of emotional intelligence  Tenacity with a good sense of humour! |  | Application Form and Interview |