

Job Description

School: Cambridge Nursery School
Post: Administrator
Grade: LEVEL 1 - Grade B
Responsible to: Headteacher/ Assistant Headteacher
Responsible for: General Administrative Tasks

Main Purpose

To provide routine general clerical, administrative, financial support to the school under the direction /instruction of senior staff.

Main Duties

Administration

Undertake basic word processing and other ICT based tasks including the production of letters, reports, schedules, etc.

Provide routine clerical support, e.g. reprographics, photocopying, filing, emailing and completing routine forms.

Maintain manual and computerised records and/or management information systems.

Sorting and distributing the internal and external mail.

Provide routine clerical support in relation to the production and distribution of specific materials, e.g. school newsletters, school prospectus, etc.

Organisation

Undertake reception duties, answering routine telephone and face-to-face enquiries and signing visitors in and out.

Assisting with arrangements for visits by school nurse, photographer, etc.

To assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/carers and or staff etc.

Resources

Operate office equipment e.g. computer, photocopier etc. in accordance with manufacturers instructions

To arrange the orderly and secure storage of school supplies e.g. stationery.

Undertake routine general financial administration e.g. collection and accurate recording of dinner money, school trip money, charity events, operation of 'shops' within school etc.

Support for the School

Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.

Contribute to the school ethos, aims and development/improvement plan.

Work as part of a team, appreciating and supporting the role of other people in the team.

Attend and participate in meetings as required.

Undertake personal development through training and other learning activities, including performance management as required.

Note-This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

General:

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

Prepared by: Mr J Harrison

Designation: Acting Headteacher

Date: March 2026