



## **JOB DESCRIPTION**

**POST TITLE:** Administrator

**GRADE:** Grade 4/5 - £22,737 - £24,294 pro rata

**HOURS:** 37 per week, term time only (plus five days)

**RESPONSIBLE TO:** Administration Manager

**RESPONSIBLE FOR:**

Providing first class and professional administrative support. There is a centralised admin approach with each member of the team being allocated daily tasks which may include:

- Policy Updates
- Pastoral Meetings
- To manage the preparation, distribution and filing of agendas, reports and associated documents for school meetings;
- To record minutes at meetings when required;
- To maintain a list of outstanding and recurring action tasks, and to work to ensure that these are dealt with as necessary;
- To provide Reception cover and assistance when necessary, including occasional lunchtime cover;
- To provide lunchtime cover for Main Reception on a daily basis
- To attend appropriate training as identified by the Administration Manager;
- To send communications to staff, students and stakeholders
- To place purchase orders on the current school software
- To collate documents for student files
- To create and distribute Microsoft forms
- To use school software to record student behaviour and communication logs
- To archive staff and student files
- To assist with the organisation of Parent Conversation Evenings, Open Evenings and Events
- To update the school calendar/website
- To provide administrative support to SLT as required

These are the key tasks as currently defined. They are **not** listed in priority order and the successful candidate will be expected to take on such variations as are reasonable for this level of responsibility.

Application forms can be found on our website [www.kings.peterborough.sch.uk](http://www.kings.peterborough.sch.uk)