



Job Title: Primary Phase Administrator
Grade: Band 05
Allowances: N/A

The success of the Bridgwater and Taunton College Trust will be underpinned by two fundamental beliefs:

Students come first: First and foremost, the purpose of the Trust is to enable students to achieve their potential, and it is this principle that drives how we make decisions and how we act. It is expected that anyone who joins or forms part of the Trust shares this philosophy.

We are team players: Whilst every colleague has a specific role to fulfil, we expect all staff to communicate with compassion, treat others with positive regard, collaborate and behave with professionalism. In our colleagues we seek energy, passion, initiative and cooperation, as well as acting in a way that promotes a positive image of the Trust in the wider community.

Our values

We are ambitious, collaborative and inclusive.

We believe that every role contributes to our students achieving. We are a values driven organisation and strongly feel a shared sense of purpose. We behave in a way that puts our students at the forefront of our actions and decision making, we champion equality of opportunity and respect our colleagues, our students and our community. We believe passionately that all individuals are entitled to learn and should be encouraged to do so.



Core Purpose

To coordinate the reception and administrative service for the primary phase and nursery, providing a professional point of contact for pupils, families, staff, visitors and external agencies. To take responsibility for nursery admissions, funding and administrative processes, ensuring that records are accurate and statutory requirements and deadlines are met.

Main Responsibilities

The responsibilities of this role could vary as a result of new legislation, changes in technology or policy changes. This job description is not an exhaustive list of tasks of the role.

- Coordinate the day-to-day primary reception service, managing competing demands and resolving or referring enquiries as appropriate.
- Manage visitor, pupil arrival and collection processes, exercising judgement and ensuring that safeguarding and security procedures are followed.
- Respond professionally to routine, sensitive and challenging enquiries from pupils, families, staff, external agencies and members of the public.
- Coordinate primary administrative processes, including correspondence, communications, pupil records, post, deliveries and general office administration.
- Maintain and quality-assure pupil information on the Academy's management information system, investigating discrepancies and ensuring that records remain accurate and current.
- Act as the principal administrative contact for nursery families, providing information and resolving admissions, funding and session-related enquiries within agreed procedures.
- Coordinate the nursery admissions process, including applications, waiting lists, offers, session allocations and changes to provision.
- Maintain oversight of nursery capacity and session availability, providing accurate information to support operational planning and admissions decisions.
- Coordinate registration, induction and transition arrangements for children joining, moving within or leaving the nursery.
- Take responsibility for administering funded early education places, including eligibility checks, parent declarations, headcount submissions, funding claims and adjustments, ensuring that requirements and deadlines are met.
- Maintain and reconcile nursery attendance, funding and chargeable-session records; provide accurate information for invoicing; and investigate discrepancies with families, the local authority and relevant Academy teams.
- Compile statutory nursery and early years returns, produce information and reports for leaders, and review administrative processes to improve the efficiency and quality of the service.

Other Duties

- Attend mandatory training courses, e.g., Child Protection, Equal Opportunities and Health and Safety related courses
- Promote and celebrate an approach of equality, diversity and inclusion for all colleagues, students and external stakeholders.



- Responsible for the health and safety of themselves and others
- Responsible for the safeguarding of and promotion of wellbeing for both children and colleagues
- Be a team player and contribute towards the vision, culture and ethos of the Trust
- From time to time, you may be required to carry out other duties commensurate with the role.

Person Specification

Area to be assessed	Essential criteria	Desirable criteria
Safeguarding	Must be able to demonstrate a commitment to the safeguarding and well-being of children and young people.	
Qualifications/Experience	Must have at least 5 GCSEs at Grade C/Grade 4 (or equivalent) or above, to include English and maths or equivalent qualifications/experience. Significant experience of working in an administrative or customer-facing environment. Experience of independently coordinating administrative processes and maintaining accurate records. Experience of dealing professionally with sensitive, complex or challenging enquiries.	Relevant business administration or customer-service qualification. Experience of working in a school, nursery or early years setting. Experience of administering admissions, funding, fees or statutory returns.
Knowledge/Skills	Strong organisational skills and the ability to manage competing priorities and meet deadlines with limited supervision. Good IT skills, including databases, spreadsheets, email and word-processing software. High levels of accuracy and attention to detail.	Knowledge of nursery admissions and funded early education entitlements. Knowledge of early years census and local authority funding processes. Knowledge of a school management information system. Understanding of data protection requirements



	Good written and verbal communication skills. Ability to interpret and apply procedures, identify discrepancies and resolve non-routine issues. Ability to handle personal, financial and confidential information appropriately. Commitment to safeguarding and promoting the welfare of children and young people. Ability to work independently and collaboratively as part of a team.	within an education or early years setting.
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