

Job Description

School Administration Officer 1

Cidari Multi Academy Trust

South Shore Academy

Salary: NJC Grade D Scale 7-11

Reporting to: School Administration Manager

Deployed by: Head of School

Prepared by:	Neil Kay	Approved by:	Laura Wright-Dixon
Prepared on:	14/04/2025	Approved on:	21/04/2025
Reviewed by HR:	Laura Wright-Dixon	Permitted use:	South Shore Academy
Reviewed on:	15/04/2025	Applicable Terms	The Green Book

The appointment is subject to the conditions of service for support staff employed by Cidari Multi Academy Trust, which are based on the National Joint Council (NJC) for Local Government Services (Green Book), along with any locally agreed variations, and all relevant employment legislation. In carrying out their duties, all staff are expected to consult, where appropriate, with the Trust, the Local Authority, the Diocesan Authority, the Local Governing Committee, colleagues, pupils, and parents.

A. The Core Purpose of the School Administration Officer 1

To provide administrative, financial and organisational services to the school under the general direction or guidance of senior staff.

B. Strategic Focus of the Role

The postholder will help to maintain efficient, organised and compliant working practices ensuring the school meets all legal requirements.

C. Duties and Responsibilities

- Provide administrative, financial and organisational services to the school within set frameworks
- Liaise with other staff, pupils, parents/carers and external agencies
- Analyse and evaluate data and information and run reports
- Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages
- Organise meetings and take notes
- Process forms, returns, payroll etc., including those to outside agencies
- Contribute to the planning and development of administrative procedures and systems.
- Responsible for the maintenance and updating of records systems.
- Maintain confidentiality and adhere to safeguarding procedures.





Individuals in this role may also:

- Respond to reception and visitor enquiries
- Organise arrangements for school visits and events
- Monitor pupil attendance and run reports
- Undertake personnel administration, such as payroll and DBS/ISA checks
- Assist with preparing and monitoring the school's budget and financial procedures
- Responsible for the selection, ordering, monitoring and storage of supplies within an agreed budget.
- Assist with marketing and promotion material for the school
- Coordinate the administration of school lettings, including the use of school premises
- Mentor or supervise administrative staff at lower levels.

The successful applicant will be required to safeguard and promote the welfare of children and young people and must demonstrate a clear commitment to this at all times. The School Administration Officer is expected to work in line with academy and Trust safeguarding policies and procedures and support a culture of vigilance, ensuring that all pupils feel safe, respected and valued.

This job description forms part of the contract of employment for the appointed individual. It reflects the role as it stands at the present time and may be reviewed in consultation with the postholder in the future. The appointment is subject to the current conditions of employment relevant to the post, along with any other applicable legislation and guidance.