Pudsey Bolton Royd Primary School
Job Description

Post Title	**GRADE**	**JE Ref**
School Administrator	B3 (pt 7-11)	395

32.5 hours per week 8.30am – 3.30pm (30 minutes lunch break), Term Time Only

Post(s) to which directly responsible
Immediate Line manager

Post(s) for which directly responsible
None

Special Conditions: This post is subject to a higher level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Job Purpose: To support the Business Manager by undertaking high quality administrative, financial and organisational processes, as required. Contributing to the planning and development of support services. Ensuring the smooth running of the office, deputising for the Business Manager in their absence.

Responsibilities

- Act as the first point of contact for customers and visitors – both in person and on the telephone, in a courteous, professional, calm and friendly manner.
- Undertake reception duties, answering routine telephone (retrieving messages from the answer machine) and face to face enquiries and signing in of visitors.
- Assisting the Attendance Officer with managing daily attendance and deputising in their absence
- To support the School Business Manager in updating and managing the administration network.
- To operate relevant ICT packages, including MIS systems to enable the effective running of the school office, maintaining up to date computer based and manual filing systems.
- To provide general clerical / administration support, including typing, general administration, duplicating / photocopying, other reprographics, completing standard forms, responding to routine correspondence.
- To provide administrative support e.g. class / individual photographs, breakfast club, after school clubs.
- To support and at times lead, with the organisation and booking of events and visits.
- To liaise with colleagues in order to prioritise work to conflicting deadlines.
- To provide administrative support to the SENCo to ensure all deadlines are met.
- Maintain pupil medical records and ensure all necessary paperwork is in place. Arrange necessary staff training to support medical needs.
- To support the School Business Manager with School and Nursery Admissions ensuring all the correct paperwork is completed.
- To maintain the weekly school diary, arrange appointments and deal with enquiries in a friendly, efficient and approachable manner.
- To assist in processing time/attendance sheets and maintain records for all staff including completion of payroll information in the absence of the School Business Manager.
- To use the financial accounting systems, procedures and organisation in order to assist Business Manager, in the operation of the financial procedures e.g. purchase orders, sign

and scan invoices, breakfast club and school meals.

- Manage the school meals process including reporting to the external provider and debt management.
- Ensure that electronic and paper-based records are kept updated in line with GDPR.
- Ensure that the single central register is accurate and up to date for all non-staff visitors.
- To control the school info e-mail address and distribute incoming mail appropriately.
- Be responsible for safeguarding children and promoting their welfare and following child protection procedures.
- Present a positive personal image, contributing to a welcoming environment keeping main entrance tidy and welcoming, weekly organisation of lost property, free from clutter for customers and visitors.
- Provide an excellent customer service to members of the school community and colleagues.
- Be aware of and comply with policies and procedures relating to child protection, inclusion, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support equal opportunities policies.
- Contribute to the overall ethos / work / aims of the service.
- Attend and participate in relevant meetings as required e.g. training, weekly team meetings where required etc.
- Participate in training and seek to further extend skills, knowledge and experience in order to develop personal effectiveness and professional development in the role.
- Respond to any reasonable request for duties delegated by the line manager.
- Any other duty as required that are commensurate to the post.
- To communicate effectively with customers and colleagues in relation to work undertaken.
- To work with others to help improve work organisation and effectiveness, supporting colleagues to provide customer focussed services.
- The duties outlined are not meant an exhaustive list and will comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

Prospects

Promotion

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training

The School encourages training both “in-house” and external to meet the needs of the individual and of the Service.

Job Description Prepared / Reviewed by:	J Spencer, Business Manager	**Date:**	10/11/2026
Job Description Approved by:	E Frost, Headteacher	**Date:**	10/11/2026

EMPLOYEE SPECIFICATION:
Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates**.**

SKILLS	Ess	Des
Able to communicate effectively with a wide range of people	*	
Able to input/ retrieve information from databases	*	
Able to process documentation using Word	*	
Able to accurately enter/retrieve data information from the MIS and other IT systems	*	
Able to work flexibly as part of a team & show initiative	*	
Able to prioritise work to meet conflicting deadlines	*	
Able to demonstrate good numeracy & literacy skills	*	
Able to assist in the training of new team members	*	

KNOWLEDGE/QUALIFICATIONS	Ess	Des
Knowledge of general office procedures and practice	*	
Knowledge of relevant financial regulations to carry out financial transactions	*	
NVQ Level 3 or equivalent		*
Knowledge/qualifications demonstrating ability in numeracy and literacy		*
Knowledge/understanding of safeguarding policies and procedures		*

EXPERIENCE	Ess	Des
Experience of dealing with queries from a wide range of people	*	
Experience of working in partnership with others to deliver work to set deadlines	*	
Experience of providing customer focussed services	*	
Experience of participating in teams and working on own initiative	*	
Experience in the use of the Microsoft package	*	
Experience of extracting and analysing data from MIS and other IT systems		*

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*	
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*	
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*	
An ability to respect sensitive and confidential work.	*	
Commitment to own personal development and learning.	*	