

Aintree Davenhill Primary School
Administrator Grade C Job Description



About the School

Aintree Davenhill is a large primary school (Nursery-Year 6 children) which has modern facilities and extensive grounds enabling us to offer **excellent** educational experiences that foster an **enjoyment** of learning. We aim to provide a caring and stimulating environment where high expectations and effective teaching raise self-esteem and allow every child to achieve their full learning potential. As a school, we prioritise the safeguarding and protection of our children and our robust safer recruitment practices ensure we thoroughly investigate the suitability of all candidates.

Employment Details

Job title:	Administrator
Reports to:	Headteacher & School Business Manager
Hours of work:	35 hours per week (8:00 am – 4:00 pm Monday to Friday) Term time only plus 2 Inset days
Contract type:	Fixed term Sept 2025 - August 2026
Salary:	Grade C point 3-4 (full time equivalent salary £24,696 -£25,087) £13.16 -13.36 per hour

Job Purpose

To provide routine general clerical, administrative, financial and organisational support to the school under the guidance of senior staff.

General Administration

- Provide general administrative support to ensure the school delivers effective and efficient services.
- Undertake word processing and other ICT based tasks including the production of letters, reports, schedules, newsletter etc.
- Collation of registers and monitoring of attendance.
- Under supervision of senior staff, analyse and evaluate data/information and produce reports as required.
- Maintain manual and computerised records and the school management information systems.
- Take notes at meetings and circulate to attendees.
- Sorting and distributing the internal and external mail.

Organisation

- Undertake reception duties, answering routine telephone and face-to-face enquiries and assist signing visitors and pupils in and out of using the school's electronic signing in system.
- Co-ordinate visits by the school nurse, photographer, governors, parents etc.
- Organise and provide clerical support e.g. photocopying, filing, emailing, completing routine forms and responding to routine correspondence.
- Assist in managing the school diary including the arrangement of meetings and appointments.
- Co-ordinate the Head's diary including the arrangement of meetings and appointments.
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/carers and or staff, completing Incident reports when necessary.

Finance

- Collect, count and record any cash provided by parents to the school, e.g. for school lunches and trips.
- Operate the school's online payment system.
- Ensure the security of cash stored in the office.

Communication

- Answer and direct all incoming phone calls.
- Monitor the office email and handle routine queries.
- Act as a first point of contact for parents, e.g. when reporting absences.
- Monitor and post on the school's social media accounts, school website and other communication systems under the direction of senior staff.
- Contact parents when appropriate, e.g. when their child needs to be collected due to illness.
- Be aware of the school's calendar of events so queries from parents and other members of the community can be answered.
- Maintain confidentiality when communicating with parents and visitors to the school.
- Ensure good lines of communication between the office and the rest of the school.

Resources

- Maintain stock and supplies of resources and complete order requisite forms under the direction of senior staff.

Support for the School

- Be aware of and comply with school policies and procedures including those which relate 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.
- Be a role model for the standards of behaviour expected of pupils.
- Undertake reasonable additional duties as requested by the School Business Manager and/or Headteacher.