



Job Description

Job Title	Federation Administrator		
Location	St Giles on the Heath Primary School		
Reporting to	Headteacher and Federation Business Manager		
Effective Date	1 st November 2026		
Grade	D	JE Job Number	G.0386-79

Job Purpose:

To provide a comprehensive administration service within the school.

To support the Headteacher and Federation Business Manager ensuring that administration systems are smooth, effective and efficient.

To be responsible for the promoting and safeguarding the welfare of children and young people within the school.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Main duties and responsibilities:

- To provide front of house in the provision of efficient and effective administration and clerical support services.
- To provide secretarial, typing, general computer/data input/retrieval services.
- Undertake receptionist duties, provide the first line contact between school and the community, ensure school websites and general notice boards are up to date, and administer/maintain the school diary.
- To provide an effective and efficient mail and distribution service, including coordinating and distributing the weekly newsletter and regular email updates.
- To maintain accurate administrative, financial, pupil, staff and other school records, whilst ensuring GDPR compliance.
- Carry out the pupil Census
- To provide routine clerical support such as photocopying, filing and stationery issues.
- To undertake social media on behalf of the Federation
- To maintain and lead on the Website ensuring that it is compliant, up to date and all items are relevant.

- To maintain accurately BROMCOM and other record systems to support the Federation Business Manager in meeting the needs of the school and completion of all statutory and non-statutory returns in accordance with strict deadlines.
- To maintain MCAS for school lunches, trips and other activities.
- Liaise with kitchen staff re daily dinner numbers.
- To maintain school uniform stock and reorder when necessary.
- Produce weekly registers for teachers. Maintain pupil attendance records and generate reports for persistent absence.
- Generate standard reports and respond to requests for information from the Headteacher and Governors, as required.
- Complete requisition forms, process orders on Bromcom for goods and services required and check deliveries against delivery notes.
- Maintain accurate pupil premium records, arrange transfer of pupil records when pupils arrive or leave the school, including preparation and transfer of CTF records.
- Liaise with the Health and Safety lead for all items of compliance and ensure any defects are reported.
- Liaise with the caretaker for minor repairs. Report any serious health & safety issues immediately to the Health and Safety officer.
- Maintain a key register and IT record.
- Have strong IT skills to be able to use a multiple of software and media platforms
- Comply and assist in the development of policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the overall ethos/work/aims of the school, establishing constructive relationships and communicating effectively with colleagues and other agencies/professionals.
- Attend and participate in regular meetings and participate in training opportunities and professional development as required.

This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list, and the duties may be varied from time to time which do not change the general character of the job, or the level of responsibility entailed.

Person specification:

Attribute	Essential	Desirable	Method of Assessment
Management	◦ N/A	◦ N/A	◦
Experience	◦ Experience of administration work.	◦ Experience of school administration work.	◦ Application ◦ Interview
Practical Skills	◦ Well organised, ability to multi task ◦ Good team worker, along with ability to use own initiative and able to work independently	◦ Have a go attitude	◦ Interview ◦ References ◦ Task
Communication	◦ A good communicator with young people, and with parents and staff. ◦ Ability to fulfil all spoken aspects of the role with confidence and fluency in English		◦ Interview ◦ Task
Personal Qualities	◦ Able to work under pressure in a busy environment. ◦ Ability to work effectively with others ◦ Use own initiative and is self motivating ◦ Pleasant, approachable and friendly persona.	◦ Eagerness to learn and develop skills	◦ Interview ◦ References
Strategic Thinking	◦ N/A	◦ Able to consider necessary planning for future developments	◦ Interview
Technology / IT Skills	◦ Good ICT skills and able to assist staff. ◦ Able to use website/email for communication.	◦ Knowledge of BROMCOM	◦ References ◦ Interview ◦ Task

Education and Training	◦ GCSE in English and Maths	◦ NVQ 2 or above in Business Administration	◦ Application
Equal Opportunities	◦ Devon County Council and its staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties		◦ Interview

(Signed)..... Headteacher

(Signed)..... Post Holder