

# NOTTING HILL PREPARATORY SCHOOL

95 LANCASTER ROAD, LONDON W11 1QQ  
TELEPHONE 020 7221 0727 FAX 020 7221 0332  
ADMIN@NOTTINGHILLPREP.COM



## Job Description: Admin Manager

### General areas of responsibility

- To promote and safeguard the welfare of pupils
- To comply with the School's safeguarding & child protection policy and ensure that any concerns relating to the safety or welfare of children are reported immediately to the Designated Safeguarding Lead (DSL) or the Head
- To keep up to date with pastoral care policies of the School
- To comply with the School's Code of Conduct
- To read other policies or guidance as and when required to do so by the DSL, Head or other member of the Senior Management Team or Compliance Manager
- To act consistently, in a calm and supportive manner with colleagues
- To attend staff meetings, open days, briefings, INSET days, and support other school events and productions, as required
- To communicate in a timely and appropriate fashion with parents, as and when necessary
- To participate in any arrangements that may be made for professional reviews
- To undertake other specific duties which may, from time to time, be reasonably requested by the Head and Bursar
- To meet all deadlines for the efficient running of the school (e.g. reports, planning etc.)
- To notify the school about personal absence due to illness and gain permission from the Head for any intended absence
- To be responsible for his/her personal punctuality and wearing of appropriate dress
- To be responsible to the Head and the Bursar

### Key Responsibilities

- **Line manager for Admin team**  
To provide line management for the forward-facing admin staff, overseeing and allocating work and providing training and support  
With the Bursar, to conduct professional reviews of forward-facing admin staff  
To lead a weekly admin team meeting – reviewing upcoming calendar and ensuring consistency across the three school sites
- **Recruitment**  
To assist the Head of HR in the recruitment process for new admin staff when required  
To manage the deployment of admin staff in conjunction with the Head and Bursar  
To present part of the new staff induction day, alongside SMT colleagues  
To train/mentor new admin staff
- **School Reports**  
To assist the Deputy Head (Academic) in setting and communicating annual report deadlines  
To administer all school reports on PASS, produce finished reports in correct templates and oversee the printing/posting process
- **Calendar**  
Under the guidance of SMT, to produce the termly school calendar and communicate this to staff and parents

To ensure the school calendar is implemented effectively – any necessary administration, communication, booking of venues & travel, and working with the Deputy Head (Operations) to make any necessary amendments to regular schedule/timetable etc.

- **Whole school events**

To work with the Deputy Head (Operations) to ensure whole school events are effectively organised and implemented – Christmas Carol Concert, Christmas and Summer Fairs, Summer Concert and Speech Day

To oversee the administration of end of term/year prizes

To oversee the annual photography schedule – individual & sibling photographs, class photographs, sports photographs and bi-annual whole school photograph

- **Extra-curricular**

To assist the Deputy Head (Operations) to produce the termly clubs schedules and ensure varied provision

To oversee the weekly clubs schedule, making amendments where necessary

- **School Database Management / Pupil Records**

To gather all necessary documentation and information on new pupils joining the school and record and communicate the information as required

To manage digital school records through the school MIS (PASS) for current & past pupils and parents

To set up of new academic year and complete the year transfer process on the school MIS

To maintain hard copy records and files of pupil's information

- **Timetable**

To import the new academic year timetable onto the school MIS and amend as necessary throughout the year

To set up and maintain subject set information and amend as necessary throughout the year

To oversee daily school attendance for pupils, through the school secretaries, and maintain records as required

- **Parental Communication**

To annually produce and maintain group email lists

To oversee all school communication & NHP Intranet communication, and to update and maintain the 'Parent' area of the school Intranet site

Management of administration of end of year/new academic year information: pupil lists, staff list, class address lists etc

- **Statutory Matters and Compliance**

To complete the annual census with the Bursar

To report to ISI annually

To maintain the pupil roll and attendance records, reporting to the Local Authority when required

Together with the Bursar, ensure that all school communications are compliant with GDPR regulations and consent is recorded accurately

- **Inspection administration**

Organisation of information for ISI inspection

Ensuring Policies are loaded on ISI portal when changed/updated

- **Non-fees income administration**

To assist the Bursar to oversee the charges of non-fees income on Parent Pay

To liaise with the Registrar and Head of HR with regards to pupil joiners' and leavers' payment of deposits and school fees