

# COLSTON'S

INDEPENDENT CO-EDUCATION  
FROM NURSERY TO SIXTH FORM

## Senior Administrator

### Job Description

The Senior Administrator carries out a range of administrative tasks to support the smooth running of the school. It is essential that the person for this role is organised, able to multitask, work flexibly and has a 'can do' approach to work, as no two days are the same.

The Senior Administrator reports to the Deputy Headmaster, who will review, with the Senior Administrator's agreement, their deployment on a termly and/or annual basis, depending on the priorities for the school.

#### Summary of the role:

1. Administration
2. Attendance
3. Events
4. Receptionist

#### Main duties and responsibilities:

##### 1. Administration

- To maintain the school's databases and manage communications relating to:
  - Staff training
  - Calendars
  - Rewards and sanctions
  - Pupil records
  - Prize Giving
  - Sport fixtures
  - Photographs
  - Trips
- To manage the ordering of stationery, materials and resources and ensure that stock levels are maintained.
- To oversee the distribution of key stationery materials for teachers and pupils (planners, rule books, calendars).
- To oversee the ordering and distribution of staff sports clothing.

- Provide administrative support for the Assistant Head (Co-curricular) with the management of the co-curricular programme.
- Provide administrative support for the Head of Extra-Curricular Music with the management of peripatetic music teachers.
- Provide administrative support for the Head of Drama with the management of school productions and performances.

## 2. Attendance

- Support the pro-active contacting of parents of absent pupils and record the resultant parental communications and update the school's attendance database (SIMs).

## 3. Events

- Support the organisation and administration of school events (e.g. Prize Giving, Open Morning, curriculum events).

## 4. Receptionist

- At busy points, support the Receptionist as the first point of contact for the school: welcoming visitors, responding to telephone / email enquiries.
- Communicate with parents regarding all aspects of school life, receiving and passing on information between parents and teachers.
- Ensure all visitors, pupils and staff sign in and out, in accordance with the school's visitors' policy.

## Review

This job description is not exhaustive and will be developed as outlined above: it will be subject to periodic review and may be amended to meet the changing needs of the school. The post holder will be expected to participate in this process and Colston's School would aim to reach agreement to the changes.

*Colston's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

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I confirm that I have read, understood and agree to the above job description:

Name: .....

Signed: .....

Date: .....