



School Administrator

Duties and Responsibilities

Surrey Job Family: Business Functions

Assessed Grade: Surrey Grade S5

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Main Responsibilities

- To answer the phone in a professional, welcoming and courteous manner and deal with enquires.
- To welcome visitors, sign them in and ensure that all documentation is signed and filed in accordance with their status as a regular or irregular visitor and DBS.
- To organise catering for visitors, meetings, training etc.
- Ensure the library and reception are kept clean and tidy throughout the day.
- Ensure forms in staff room are replenished and up-to-date.
- To check and sign for deliveries.
- To record and sign for exam documents and take them to the Exam Officer/Deputy Headteacher.
- To support the Leadership Team to provide effective internal and external communications to staff, students, parents and other stakeholders.
- To support the Leadership Team with administrative tasks as required.
- To be the first point of contact for school administration and IT requirements and queries, including printers and photocopiers.
- To be responsible for maintaining and updating the school diary, including updating every Friday afternoon and emailing staff.
- Filing of student's information.
- To ensure that registers are completed on SIMS twice daily in accordance with the Student Attendance Policy.
- To ensure that student absence is promptly acted upon in accordance with the Student Attendance Policy and recorded on SIMS.
- To ensure that students arriving or leaving during the school day are recorded in line with the Student Attendance Policy and recorded on SIMS.
- Archiving student files and maintaining accurate records.
- To organise the collection and dispersal of incoming and outgoing post, including taking post to the post office.
- To photocopy, collate, file and shred documents as required.
- To collate consent forms for visits.
- To send Parentmails to parents and staff.
- To maintain and circulate the student contact list.
- To maintain and circulate the class list.
- To prepare the daily taxi list.
- To set up the room booking sheets and update them every Friday afternoon.

- To maintain and update student records on SIMS and Parentmail.
- To liaise with our external IT support team on IT issues and requirements within the school.
- To liaise with parents, colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy.
- Facilitate effective communication within the school community, and ensure that all communications sent from the school are of a high standard and are GDPR compliant.
- To be involved in training/INSET activities as required.
- To create, manage and maintain administration and office systems.
- To be responsible for the school's reprographics equipment; assisting with troubleshooting, ensuring faults are reported and adequate supplies are ordered.

Other roles and responsibilities to include a selection of the following:

Enquiries and application regarding potential students

- To process in-year and year 6 admissions papers for the Headteacher, including monitoring and maintaining the admissions@ email account.
- To be the main point of contact for prospective parents.
- To organise and run open mornings.

CPD

- To be responsible for INSET Day administration.
- To set up TES training for staff and Governors, and to notify the Leadership Team when modules have not been completed.
- To book training for staff, under direction from the CPD Lead.
- To maintain records of all staff CPD and to create and update training logs.
- To file training certificates on personnel files.

Whole school administration

- To organise professional open mornings.
- To maintain the Headteacher's diary and email her visitors beforehand the details of documents we require to sign them into the school.
- To provide administrative support to the Site Team.
- To arrange the annual review and update, including external printing, of the student planners.

On-rolling students

- To update, collate and distribute student admission packs for all students and be responsible for their prompt return to school.
- To be responsible for the administrative elements of on-rolling students, as per the responsibilities on the admissions checklist.
- To organise new academic year processes including liaising with primary schools, importing CTFs and collecting and maintaining student records, including records of consent.

Off-rolling students

- To be responsible for the administrative elements of off rolling students.

Parents Evenings

- To organise Parents Evenings.

Student data and reporting

- To format and distribute curriculum overviews, curriculum maps.

- To create and amend SIMS marksheets.
- To create and amend student report template on SIMS.
- To run and distribute student reports.
- To manage, download and record student results and reports for example, NGRT, NGST and CAT4.

Website

- To be responsible for maintaining the school website day to day, including adding daily information and uploading documents, and ensuring that content is in date and relevant.
- To be responsible for the annual refresh of the website.

Governors

- To provide in school administrative support for Governors, including recording training and meeting attendance, and updating Governor information on the school website, and on DfE portals.

Attendance

- To provide weekly and half termly attendance reports.

Minibus and car drivers

- Maintain spreadsheet and complete annual checks.

School administration

- To maintain and update the staff signing-in book for starters/leavers at least every half term.
- Requesting and collating staff nominations.
- To update the Christmas card list, print address labels and post the cards.
- To manage the return of school cups/trophies and subsequent engraving.
- To book and co-ordinate the school photographer annually.
- To update emergency procedures pack annually.

Census

- To complete and send the termly school census.

Staff recruitment and staff leavers

- To assist the School Business Manager with recruitment.
- To assist the School Business Manager with on-boarding new staff.
- To assist the School Business Manager with off-boarding staff.

The duties may vary to meet the changing needs and demands of the school at the discretion of the Headteacher.

The Limpsfield Grange Values

At Limpsfield Grange we believe in working together to make a difference.

We are a tolerant community; we accept, value and understand others.

We care for all members of our community without judgement.

We are responsible for our own learning, behaviour and actions.

We accept that sometimes things go wrong. We work together to take responsibility for our mistakes and for putting things right.

We are a respectful community and we treat others as we would like to be treated, even if they have different views and opinions to our own.

We understand that good behaviour helps us to prepare for life beyond Limpsfield Grange.

We are positive and resilient. We celebrate difference in everything that we do.

We are all proud to be part of the Limpsfield Grange community.

March 2025 – Sarah Wild - Headteacher