

Job Description

Job Purpose

To provide high-quality administrative and operational support to ensure the effective day-to-day running of the school office, with responsibility for attendance, MIS management, and operational coordination.

Main Duties

Front of House & Communication

- Act as the first point of contact for all visitors
- Ensure all visitors sign in and safeguarding procedures are followed
- Answer telephone calls promptly and professionally
- Manage the school email inbox and distribute appropriately

Attendance & Pupil Data

- Maintain accurate daily attendance registers
- Follow up on unexplained absences via phone calls
- Update attendance records on MIS and LA system
- Ensure accurate recording of pupil information and admissions/leavers

MIS & Systems Management

- Maintain and update pupil and staff records on the MIS and HR systems
- Add new pupils and allocate correct form group and timetable
- Add new staff as directed by line managers
- Ensure data accuracy and compliance with school policies

Operations & Administration

- Manage and monitor stock, consumables, and first aid supplies
- Oversee ordering processes and deliveries
- Maintain asset register
- Maintain single central register
- Maintain records of staff absence
- Receive and distribute post and deliveries
- Ensure pupils and staff lunch numbers are accurately recorded and payments managed

General Support

- Support SLT with communications to parents
- Ensure staff, pupils and visitors sign in/out as required
- Opportunity to lead on MIS development
- Potential to support wider school operations over time
- Undertake other administrative duties as directed by the SBM or Headteacher