



Education Administrator

Our Mission is to create a community where Children and Young Adults can live, learn and work in an integrated community based on mutual respect and unfolding of individual potential

Post:	Education Administrator
Service:	Education
Line Manager:	Head Teacher
Salary Range:	£14.70 per hour
Hours:	37.5 hours per week

Role Purpose

The Education Administrator provides comprehensive administrative and organisational support to the Head Teacher and Head of Education as well as the wider education team. The role ensures the efficient day-to-day operation of the school administration function, supporting educational processes, compliance requirements, communication with families, and the effective management of records, systems, and resources.

Key Responsibilities

Administrative Support

- Provide high-quality administrative support to the Head of Education.
- Assist with diary management, ensuring protected time is available for strategic and operational work.



- Support meeting preparation, email management, correspondence, and telephone enquiries as required.
- Provide administrative assistance to teaching staff.
- Type, photocopy, scan, prepare and distribute documents and information.
- Act as the first point of contact for visitors and telephone enquiries, ensuring a professional and welcoming service.

Documentation and Records Management

- Proofread educational and administrative documents, including letters, Individualised Education plans (IEPs), and Standards and Quality documentation.
- Upload and maintain pupil reports and other documentation on SharePoint.
- Maintain attendance records and produce attendance statistics and reports.
- Create and distribute monthly attendance registers.
- Keep training, lunch menu, and other operational spreadsheets up to date.
- Maintain records relating to Freedom of Information requests and quarterly returns.

Operational and Compliance Support

- Maintain Health & Safety documentation and records.
- Conduct weekly fire alarm tests and monthly emergency lighting checks.
- Maintain COSHH records and related compliance documentation.
- Report maintenance requirements to the Facilities team.
- Liaise with IT support providers regarding technology requirements and issues.
- Maintain key code registers and other operational records.

Finance and Resource Management

- Manage petty cash and prepare monthly returns for Finance.
- Check monthly Mastercard statements for the Head of Education.
- Order stationery, educational resources, and general supplies.
- Coordinate grocery and catering orders and check deliveries.
- Assist with vehicle booking systems and transport scheduling.

Communication and Systems Administration

- Maintain communication groups, including email distribution lists and Teams groups.



- Support website maintenance and development.
- Administer educational software and online accounts, including Twinkl.
- Liaise with transport providers, staff, and other stakeholders to ensure accurate scheduling and communication.

Additional Duties

- Assist with estate-related operational tasks when required.
- Undertake training relevant to the role.
- Perform other duties appropriate to the role and grade as reasonably required.

Person Specification

Essential

- Previous experience in an administrative role.
- Excellent organisational and time management skills.
- Strong written and verbal communication skills.
- High level of accuracy and attention to detail.
- Competent in Microsoft Office, Teams, SharePoint, and database systems.
- Ability to manage multiple priorities and work independently.
- Professional and confidential approach to handling sensitive information.
- Strong interpersonal skills and ability to work collaboratively with staff, parents, and external agencies.

Desirable

- Experience working within an educational environment.
- Experience supporting meetings and governance activities.
- Understanding of health and safety and compliance requirements within schools.
- Experience of basic financial administration.

Key Competencies

- Organisation and planning
- Communication and relationship building
- Accuracy and attention to detail
- Initiative and problem solving
- Adaptability and flexibility
- Teamwork and collaboration
- Customer service and stakeholder engagement
- Confidentiality and professionalism

The tasks and remit contained within this job description captures the main responsibilities of the role and is not exhaustive. CSA retains the right to request other tasks, within reason, be undertaken by the post holder as requested.