

School Administrator

Reference	LATADMFT2627
Location	The Damara School, The Maltings, Raymond Street, Thetford, IP24 2EA
Salary	LATS 1 £19,656 (full time equivalent if worked 35 paid hours per week; 44.2 paid weeks per year)
Working hours per week	Full-time = 35 hours per week (8.15 -15.45 which includes an unpaid 30-minute break per day)
Working weeks per year	Full-time = 40 weeks per year (38 term time + 5 days CPD + 5 days) (gross salary includes 4.3 weeks holiday entitlement to be taken out of term time)
Contract type	Full time, permanent
Start date	January 2027 or sooner
The employer	The Lotus Academy Trust
The school	The Damara School
Contact	office@lotustrust.org.uk / 01842 773673 (for an application pack, informal chat, to book a visit)

Job Description

Main Purpose of the Role:

The School Administrator will play a vital role in the smooth running of the school's daily operations. This post-holder will be responsible for providing high-quality administrative support, ensuring compliance with statutory requirements, and fostering a welcoming and efficient school environment.

Key Responsibilities:

Reception and Visitor Management

- Run the school reception, greeting all visitors and managing entry in line with safeguarding protocols
- Oversee visitor sign-in procedures and maintain accurate records, ensuring compliance with current safeguarding legislation and guidance

Pupil Attendance

- Track and report pupil attendance daily, ensuring all records are accurate and in line with statutory guidance
- Communicate with families regarding attendance queries and concerns

Communication Management

- Manage the school's emails and phone systems, responding promptly and professionally to all enquiries
- Maintain effective communication with pupils, families, staff, and external agencies

HR Administration

- Support recruitment processes, including advert placements, shortlisting, reference checks, and pre-employment checks administration
- Prepare and manage induction paperwork for new staff
- Maintain confidential staff records in line with GDPR and employment legislation
- Sub-contractor and volunteer management (safer recruitment)

Trips and Visits Administration

- Oversee the administration of school trips and visits from proposal approval to bookings, registers, and on-trip documentation
- Ensure all risk assessments and safeguarding requirements are met

Stock and Resources

- Oversee the ordering, receipt, and management of school stock and resources
- Conduct regular stock takes and liaise with suppliers as required

Record Keeping and Family Communications

- Maintain accurate pupil records and coordinate regular communication with families
- Ensure all personal data is handled in compliance with GDPR and school data protection policies

Policy and Process Compliance

- Produce and update policy-aligned documents, ensuring all processes meet statutory requirements (including those relating to safeguarding, data protection, employment, and health & safety)
- Reference up-to-date legislation and guidance in all aspects of the role

Premises

- Maintain accurate records for all statutory premises responsibilities to ensure compliance

Other Duties

- Undertake additional administrative responsibilities as directed by the leadership team
- Any other reasonable administrative requests made by the leadership team

The job role could be modified to the skills and strengths of the successful candidate.

Person Specification

Qualifications and training

- GCSEs (or equivalent) in English and Maths (essential)
- Evidence of continuing professional development (desirable)
- Relevant administration or business qualification (desirable)

Experience

- Experience in a busy office or administrative environment (essential)
- Previous experience in a school or education setting (desirable)

- Experience managing confidential data (essential)
- Experience using school MIS or similar systems (desirable)

Skills and knowledge

- Excellent written and verbal communication skills
- Strong organisational and time management abilities
- Good working knowledge of Microsoft Office and email systems
- Understanding of safeguarding, GDPR, employment, and health & safety requirements
- Ability to produce and update policy documents in line with statutory guidance
- Accurate record-keeping and attention to detail

Personal qualities

- Professional, friendly, and welcoming manner
- Ability to work independently and as part of a small team
- High level of integrity and confidentiality
- Flexible and adaptable approach to changing priorities
- Commitment to upholding the ethos and values of The Damara School

Only applications submitted on the Trust application form will be accepted. This post is subject to a three (3) month probationary period.

Safeguarding Statement

The Lotus Academy Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory completion of safeguarding checks, including enhanced DBS clearance and references, in line with Keeping Children Safe in Education (KCSIE).

The Lotus Academy Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.