JOB DESCRIPTION

SCHOOL: **St Gregory's Catholic High School**

POST DETAILS

Job Title: Administration Manager

Grade: Grade 6

Directly Responsible to: Director of Finance

Directly Responsible for: Receptionist
Receptionist/Administrator

Hours of Duty: 37 hours per week
All year round

Primary Purpose and Scope of the Job:

Key responsibilities: the main responsibilities of the post will include:

- Taking the lead role in the effective and efficient management of the school reception area, assisting in the development of a professional and customer orientated approach to work at all times and quality assuring
- Ensuring systems for visitors are robust on safeguarding
- Line management and distribution of work to reception staff
- Proactive communication with all stakeholders
- Cover Manager including:
  - Organising internal cover for absent staff
  - Organising supply cover for absent staff
  - Obtaining CVs for long term supply appointments
  - Liaising with agencies on supply quality
- Quality assurance of all external correspondence for:
  - Trips
  - Interventions
  - Meetings
  - Events
  - General updates
- Electronic parental engagement
  - Responsible for whole school electronic communication
  - Troubleshooting for parents
  - Increasing parental engagement in electronic communication/online payments/classcharts
- Bulletins
- Evolve administration for trips and extra curricular
- Provide administrative support for SLT/pastoral where required
- Admissions including:
  - Preparing and quality assurance of new year 7 documentation in collaboration with pastoral staff

    - Distribution of admissions documentation
    - Follow up communications with new parents
    - First contact for new parents during summer holidays
- Preparation of SAR documentation
- General administration including:
    - Management of whole school stationery including ordering
    - Updating pupil details on SIMS eg address, contact details, medical
    - Transferring information to SIMS records/linked documents for SEND or as directed
    - Updating the whole school calendar and the academic calendar excel version for SLT
    - Proactive response to items on the whole school calendar
        - ❖ Coordination of school events including hospitality
- Ensuring a smooth administrative start to each academic year
- To undertake first aid training and carry out first aid duties
- Ensure that confidentiality is observed at all times and abide by the data protection act
- The postholder will adhere to the school's safeguarding policy which safeguards and promotes the welfare of children
- Any other reasonable duties as commensurate with the grading of the post as deemed necessary by the Headteacher

REVIEW ARRANGEMENTS

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Job Description revised: November 2025

Revised by: Director of Finance and Resources

Postholder:

Signed: …….

Date: …….