**School Administrator: Job Description**

The role of the school administrator is varied role. The specific nature of any school administrator’s work will depend on the type of school you work in, and the size of the clerical or administrative team. The demands on someone in a [primary school administrator job](https://www.randstad.co.uk/jobs/q-administrator/s-education/ss-primary/) will inevitably be significantly different from an [administrator based in a large secondary school](https://www.randstad.co.uk/jobs/q-administrator/s-education/ss-secondary/), working as part of a wider administrative team.

Administrative roles within schools may be generalised, incorporating all aspects of school administration, or specialised within a particular area, for example financial administration or data and information management.

Despite the multi-faceted and variable nature of school administrator roles, the core elements are always focused on ensuring that the school runs effectively. School administrators are often multi-skilled, and much of their work is based on excellent organisation and the ability to communicate politely and effectively.

### School administrator responsibilities include:

* Dealing with enquiries; you will be the first point of contact for enquiries. As well as maintaining a high degree of professionalism, customer service and discretion, an ability to stay cool and be sympathetic is key.
* Provide information to staff, pupils and their parents. Often this involves the distribution of written information, so being able to write clearly and effectively is important.
* Communicating within the school setting (staff, governors, pupils and parents), school administrators may also be expected to liaise with other institutions, external agencies and local authorities.
* Organising documents for staff meetings, meetings of school governors, and school committees and boards, with tasks including organising and circulating information about the meeting, the preparation and distribution of agendas before the meeting, and minute-taking and distribution of minutes and action points after the meeting.
* Working on school systems such as SIMS to co-ordinate, record and collate information from registration, absences, assessments and examinations. This requires requiring a high level of IT proficiency. The data held within the school systems may be used by the administrator in the preparation of reports and statistics for either use within the school (e.g. staff and management meetings) or externally (e.g. submitting reports or statistical information to local authorities).
* In addition to handling phone calls, emails and letters, this may include filing, photocopying and other clerical tasks. School administrators are generally expected to have a good level of IT literacy and to be confident in word processing.
* You may be involved in anything from booking minibuses and theatre tickets or accommodation for school trips, to selling raffle tickets or school dance tickets