

CANIDATE PACK

Administration Manager



Start date:
ASAP

Location:
Bedonwell Road
Belvedere
Kent
DA17 5PF

Part of

Our Mission

Passionate about potential, we promise to realise the unique talents and abilities of the children and young people entrusted to London South East Academies Trust.

Ambitious for every child, we will work tirelessly to ensure that progression and their 'next step' is always in reach. We recognise and respect the diversity and strength that our different schools bring to our community, within the school and beyond.

Our mission is to create a network of outstanding schools that:

- Promote excellence
- Celebrate diversity
- Enable personal development and achievement
- Foster social value in their communities





Our Vision

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools
- Maximise the strength of our diversity
- In areas of social and economic deprivation we will improve the life chances of children and young people
- We will actively challenge social inequality
- Create a diverse network of high performing schools



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The Trust's commitment to improving outcomes for some of the most vulnerable children in Surrey has been impressive and continues to make a significant difference enabling these boys to achieve and thrive.

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Maria Dawes - CEO, Schools Alliance for Excellence

Job Description

Job title: Administration Manager

Salary: LSEAT Harmonised Payscale SP19-SP21

Contractual Hours: 36 Hours

Contractual Weeks: 40 Weeks

Position Status: Permanent

Reporting to: Office Manager / MAT Business Manager

Main purpose of the job:

- Under the direction of, and in close partnership with the Office Manager, the postholder manages the provision of excellent, welcoming customer service, supporting the effective organisation and deployment of the admin support team.
- Be proactive and use initiative to ensure duties are carried out in an effective and timely manner.
- Oversee and maintain the schools' operational systems.
- Manage administrative procedures and processes across the Federation.
- Ensure the organisation and smooth running of the school offices, ensuring a calm and efficient atmosphere is maintained and that all administrative procedures are correctly followed and effectively co-ordinated.
- Support the Head Teacher and Senior Leadership Team by providing personal, administrative and organisational support, including but not limited to typing and distribution of written communication to parents, attending meetings and taking minutes, producing confidential reports and photocopying.
- Assist with the updating of school policies, website & school prospectus.

We have an Administration Manager position available and are looking to appoint as soon as possible.

We are seeking an organised, proactive and highly motivated Administration Manager to join our team working across both Bedonwell Infant & Nursery and Junior schools. Working closely with the Office Manager and Senior Leadership Team, you will lead the delivery of outstanding administrative and customer support services across the two schools. This varied role includes overseeing office operations, managing administrative systems and procedures, and helping to maintain key school communications, policies and the website. If you thrive in a busy environment, have excellent organisational skills and are passionate about providing exceptional service, we would love to hear from you.

Due to the summer holidays shortlisting and interviews will take place in September



Job Description

Major Duties and Responsibilities:

- Deal with correspondence, telephone calls, visitors and enquiries.
- Maintain diaries, arrange meetings, activities and events.
- Operate and maintain administrative procedures including DfE and LA statistical returns in a timely manner and in accordance with deadlines.
- Maintain pupil records and procedures including admissions, leavers, withdrawals, transfers, health matters etc.
- Care for children who are unwell, help deal with their personal cleanliness, liaise with parents, teachers, EWOs, Ed. Psychologists, Health Service staff etc. about pupil care, and maintain a list of drugs administered.
- Administration of admissions and appeals, liaise with LA, parents, SLT and Heads of Year for both casual and statutory admissions. Organise transfer of pupil record data and organise visits to homes and other provisions, where necessary.
- Administration of school visits and visitors into school.
- Cover reception when required.
- 9. Ensure a thorough knowledge of, and be able to explain the schools' safeguarding procedures to ensure all visitors are fully informed
- Ensure information to parents is communicated via text/email, and paper in a timely manner as directed by the senior leadership team.
- Ensure the schools' website is kept up-to-date and compliant.
- Act as lead qualified first aider for the schools and ensure that all first aiders are up to date with training.
- Liaise with SLT to ensure the Medical Alert Handbook is up-to-date.
- Monitor and deal with own email inbox and effectively manage the admin email inboxes in partnership with the Admin Assistants and Receptionists, ensuring queries are dealt with in a timely manner as appropriate.



Job Description

- Responsible for the administrative functions of the school offices in liaison with the Office Manager. This will require frequent decisions, usually within established procedures, on a variety of issues that may arise during the day.
- Operate office and IT equipment, systems and programs including word processing, use of Arbor, production of policy documents, electronic returns etc.
- Represent the school management by telephone and through personal contact with pupils, parents, Governors, public, suppliers and contractors, NHS and LA professionals etc.
- Ensure information to parents is timely, clear and well-presented including information relating to admissions and pupil reports.
- Administration of breakfast and after school clubs.
- Manage the smooth operation of admissions and pupil transfers including liaison with school's admissions team, distribution of information, overseeing the production of packs for new intake parents; transfer of information from school to school.
- Compile information and returns for Governors, Local Authority, Government and national agencies, ensuring it is comprehensive, thorough and timely.
- Maintain office stock levels and order as needed, ensuring value for money.
- Act as Fire Marshall
- Perform any other duties reasonably requested by the Office Manager, Business Manager, SLT or Head Teacher





Qualifications	Essential	Desirable
GCSE Grade C/4 or above (or equivalent) in English and Maths	X	
Relevant administrative qualification or equivalent experience	X	
First aid qualification		X
Knowledge and experience	Essential	Desirable
Significant experience in an administrative or office role	X	
Experience of working in a busy office environment	X	
Experience of working within a school or educational setting		X
Experience of education systems e.g. Arbor		X
Understanding of safeguarding responsibilities within a school	X	
Experience in maintaining confidential records and handling sensitive information	X	
Experience of using Microsoft Office applications, including Word, Excel and Outlook	X	

Skills and competencies	Essential	Desirable
Highly developed oral and written communication skills. Ability to communicate in a way which meets the needs of diverse audiences	X	
Proven ability to develop, implement and update systems	X	
Ability to work as a member of the team and actively promote teamwork	X	
Ability to act professionally and facilitate the resolution of any problems including workplace conflict and make the appropriate decisions	X	
Ability to respond positively to and actively support the Head of School and senior leadership team	X	
Excellent organisational and time management skills	X	
Skills and competencies	Essential	Desirable
Honest, reliable and trustworthy	X	
Committed to safeguarding and promoting the welfare of children	X	
Ability to maintain confidentiality at all times	X	
Willingness to undertake relevant training	X	

Our Values

SUCCESS

Success is for all. We create a culture of continuous improvement, encouraging all learners and staff to strive to be better, and succeed.

TEAMWORK

We work together to maximise the talent and abilities of all, with our learners central to every choice we make.

ACHIEVEMENT

We have ambition for our learners and staff so that they can achieve and exceed with courage, resilience and determination, realising their own unique potential

RESPECT

We empower our learners and our staff to be respectful, to value diversity and to maximise this as a talent and strength.

SERVICE

Our purpose is to serve our learners and our communities. Leaders at every level serve with integrity, ensuring our learners achieve and progress in society.

How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form please contact:

**Closing date: 14th August
2026**

**Interviews: September
2026**

Part of

