



Job Title:	School Administrator
Salary:	£23,500-£26.500
Location:	Wythenshawe, Manchester
Hours of Work:	Monday – Friday 7:30-16:00 (Term Time Only)
Line Manager:	Head of School
How to apply:	Request an application pack from <a href="mailto:recruitment@fstmanagement.uk">recruitment@fstmanagement.uk</a>
Contact Details:	0330 118 0974

## About Us

First Steps Together is a specialist educational setting committed to providing high-quality support and education for children and young people. We pride ourselves on creating a nurturing, inclusive, and professional environment where every pupil is encouraged to achieve their full potential.

We are seeking an organised, professional, and proactive School Administrator to support the Head of School and wider leadership team with the smooth day-to-day running of the school.

This is a key role within our setting, ideal for someone who thrives in a fast-paced environment, has excellent communication skills, and takes pride in delivering high-quality administrative support.

## Key Responsibilities

- Provide comprehensive administrative support to the Head of School and Leadership Team.
- Manage diaries, appointments, and meeting schedules.
- Organise meetings, prepare documentation, and take minutes where required.
- Answer and direct telephone calls professionally and efficiently.
- Welcome visitors, parents, and external professionals, ensuring a positive and professional reception experience.
- Maintain accurate pupil, staff, and school records in line with GDPR requirements.
- Liaise effectively with parents, carers, external agencies, and the wider First Steps Together team.
- Support the organisation and administration of school events, meetings, and activities.
- Assist the Exams Officer with examination administration, including preparing examination rooms and securely receiving examination materials.
- Support general office management, filing, correspondence, and record keeping.
- Ensure school documentation and administrative systems are maintained accurately and efficiently.
- Contribute to the smooth day-to-day operation of the school office.

## Person Specification

### Essential

- Excellent organisational and time management skills.
- Strong IT skills, including confidence using Microsoft Office applications and digital management systems.
- Excellent written and verbal communication skills.
- Ability to manage multiple tasks and priorities effectively.

- High level of accuracy and attention to detail.
- Professional, friendly, and approachable manner.
- Ability to work independently and as part of a team.
- Previous administrative experience in a busy office environment.

### **Desirable**

- Previous experience working within a school, education, or childcare setting.
- Knowledge of school management systems and educational administration processes.
- Understanding of GDPR and data protection requirements within an educational setting.
- Experience supporting examination administration.

### **What We Offer**

- A supportive and welcoming team environment.
- Opportunities for professional development and career progression.
- The opportunity to make a meaningful difference to the lives of children and young people.
- Competitive salary and benefits package.
- Term-time-only working pattern supporting a positive work-life balance.

### **Benefits**

- Company pension
- Free parking
- Health & wellbeing programme
- On-site parking
- Referral programme

### **Safeguarding Statement**

First Steps Together is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to satisfactory references, enhanced DBS checks, and relevant safeguarding clearances.