

Central Administrator Job Description

Job Title:	Central Administrator
Grade of Post:	Grade 7
Hours of Work:	37 hours (term time only) <i>7.5 hours Monday - Thursday, plus 7 hours Friday</i>
Responsible to:	Executive Officer

Purpose of the Job:


As part of the Trust's central team, you will play a key role in keeping our organisation running smoothly. You'll provide high quality administrative support across multiple schools and teams, helping us stay organised, responsive, compliant, and efficient.

This role is ideal for someone who enjoys creating order, loves a good spreadsheet, and takes pride in being the person who helps everything run like clockwork.

Key objectives:

- Ensuring pupils and school records are well organised, up to date and accurate across all our systems
- Maintaining digital filing systems, ensuring documentation is timely, complete, and well organised
- Managing data imports across Trust systems
- Supporting, creating and maintaining templates, forms, and resources that ensure consistency across all schools
- Monitoring key data, across multiple areas of education, highlighting patterns and supporting schools to provide early intervention
- Designing and updating spreadsheets, templates, forms, and digital documents to support all administrative functions
- Using simple and more complex formulas within data sets to provide staff and leaders with clear visual data, enabling them to target support where appropriate
- Maintain logs and trackers for staff training, policy updates, and statutory requirements, including the coordination of any updates as and when required
- Coordinating key meetings and networks to ensure information flows smoothly between schools and external agencies
- Ensuring the Trust meets key deadlines by monitoring schedules, coordinating updates, and distributing new documentation in a clear and timely manner
- Liaising with local authorities and external partners to support information requests and official submissions.
- Preparing and sending professional correspondence to families, including standard letters and follow-up communications.

Person Specification:

 Central Administrator Person Specification

Additional Information:

- These duties are neither exclusive nor exhaustive and you may be required to undertake other duties and responsibilities, without changing the general nature of the role, in order to meet the needs of the school.
- The role is subject to Pay and Conditions and to other locally agreed conditions of employment.
- Duties must be carried out in compliance with XP Trust's Equal Opportunities and Health and Safety at Work Act (1996) requirements.

The post holder must always comply with the  XP Trust Staff Code of Conduct