



CANDIDATE APPLICATION PACK

School Administrator

This exciting opportunity is due to the expansion of our services.

Application form is available via our website
www.cometnurseryandcc.co.uk or
email admin@comet.hackney.sch.uk

We welcome visits so please call or email to book a time.

Closing Date:
12pm Friday 16th May 2025

Contact Us

20 Halcomb Street N1 5RF
020 7749 9850
admin@comet.hackney.sch.uk



Welcome to Comet

Comet is a vibrant and inspirational maintained nursery school and children's centre based in the heart of Hoxton. We are highly regarded in the community for its inclusivity, diversity and expertise with our children. At Comet we are committed to the inclusion of children who have additional needs and our experienced team are there to support the children and families in their learning journey throughout their time with us.

Our ethos and philosophy is firmly rooted in the principles of high quality early years' education and care where children are encouraged to be curious, to explore and develop their interests through a play based and open ended provision. We support families to understand the progress of their children and sign post to other services where appropriate.

Our team are experienced, forward thinking and committed to the strong early years pedagogy that we are always continuing to develop at Comet. We are a hardworking team that are reflective in our practice, while our ethos is based on creativity, nurture and respect in everything we do.

At Comet we have a 2 year old provision as well as 2 nursery classes. The Children's Centre is part of all that we do at Comet and we have taken over the leadership and governance of another local Children's Centre. In September the first Early Years Alternative Resource Provision (ARP) in Hackney will open with provision for 24 children with special educational needs.

If you are passionate about children's learning and development in the early years and want to work in a supportive environment, then this is an excellent opportunity for you to join our growing team and make a difference to our school & children's centre. We are an outward facing provision always looking to develop opportunities for the children and families in our local community.

I hope this has given you a small insight into the provision at Comet.

Best wishes,

Lisa Clarke

Headteacher



What we can offer

- At Comet we celebrate the diversity of our school and children's centre community. Our provision embraces inclusion, this is central to our offer for children, families and our staff team.
- We have made a commitment to our staff to ensure we review staff workload so they have a good work life balance.
- We provide all staff with opportunities to progress their career through training and development.
- We provide a positive environment to work with an emphasis on team work.
- If you have a child of nursery age we offer priority places within the nursery.
- We have a provision for breakfast and after school clubs. If your child attends Comet, they are given priority if a place is required.
- We are developing expertise across Comet through our School and Children's Centre Development Plan. We would look to support your development through taking on projects and areas of expertise.

Who we are looking for

- A caring attitude to young children and their families.
- A commitment to working with families who come from our diverse community.
- Good skills in literacy, ICT and numeracy.
- Excellent communication and interpersonal skills.
- An ability to be flexible in the post and a good team member.





Job Description for School Administrator

Job title:	School Administrator
Reporting to:	Headteacher and Senior Leadership Team
Grade:	Scale 5 point 12 (£33,291 pro-rata)
Hours:	Monday to Friday 8.30am – 3pm
Term:	Term time plus 10 days
Contract:	Fixed Term Contract until July 2026

Comet Nursery School and Children's Centre is seeking a highly organised, approachable, and proactive individual to join our school office team. This diverse role involves acting as the first point of contact for visitors, supporting the Senior Leadership Team and teaching staff with administrative duties, providing financial administrative support to the Business Manager, and ensuring the smooth daily running of school operations. The postholder will embody the school's values, vision, and ethos in all interactions.

Main Duties & Responsibilities:

Administration:

- Handle and resolve telephone, email, or in-person enquiries from parents, suppliers, or colleagues.
- Assist with arrangements for school trips, visits, and events.
- Provide general administrative support, including photocopying, filing, and responding to routine correspondence.
- Regularly update the school's website to ensure compliance with regulatory standards.
- Promote and support the uptake of free school meals, maintaining databases and communicating changes.
- Manage procurement of resources and stationery supplies, ensuring best value practices.
- Operate relevant ICT packages (e.g., Word, Excel, databases).
- Administer the school application process and support admissions.
- Assist teachers with ad hoc administrative tasks.
- Operate the uniform shop, maintaining stock and supplies.
- Order school lunches and milk deliveries.

Attendance:

- Follow school policy on 'first day absence'.
- Ensure all registers are completed and there are no missing marks or unexplained absences.
- Contact parents for unexplained absences and update records.
- Check accuracy and correct coding on registers.
- Record absences on CPOMs.

Finance:

- Provide financial administrative support to the Business Manager.
- Maintain accurate financial records by inputting invoices, staff reimbursements, and other items into the school accounts software.
- Run weekly BACS payment runs and ensure accuracy of electronic payments.
- Process purchase invoices and credit notes, ensuring they are matched to purchase orders and correctly coded.
- Reconcile the school purchase card.
- Set up, update, and maintain supplier account details.
- Administer the school parent payment system, resolving any issues.
- Undertake financial administration for clubs and school meals, ensuring accounts are in credit and chasing overdue payments.
- Set up payment methods on the school's electronic payment system and monitor outstanding payments.

Reception:

- Provide an effective and efficient reception service, acting as the first point of contact for visitors, parents, deliveries, and contractors.
- Welcome visitors, staff, and students courteously and professionally.
- Ensure the safety and security of the school by managing entry control and following safeguarding procedures.
- Sign in visitors, check identification, issue badges, and ensure the signing in/out process is followed.
- Respond to and refer incoming communications, ensuring messages are accurately relayed and referred appropriately.
- Maintain and develop the reception area, ensuring it is well-presented and promotes the school's activities and ethos.
- Handle complex reception/visitor matters with tact and diplomacy.
- Act as the main phone contact, dealing with calls professionally and efficiently.
- Ensure the reception area is neat and tidy daily.
- Provide advice and guidance to staff, students, and visitors, responding to their individual needs.

SEND:

- Schedule Annual Reviews, liaising with parents/guardians and the Local Authority.
- Ensure parents/guardians provide their views ahead of meetings.
- Coordinate and compile reports from teachers for Annual Reviews.
- Maintain up-to-date, accurate SEND records.
- Support the SENCo with administrative tasks linked to SEND provision and compliance.
- Act as the first point of contact for SEND-related queries.
- Coordinate and schedule SEND-related meetings.
- Handle sensitive information with confidentiality and professionalism.

General Requirements:

- Adhere to Health and Safety policies.
- Promote equality and diversity.
- Maintain confidentiality.
- Work flexibly as required.
- To undertake additional tasks in order to achieve the objectives of the post, as directed and deemed appropriate by the line manager/Headteacher and commensurate with the grading of the post.

Person specification

Qualifications:

- GCSEs in English and Maths (or equivalent).
- Relevant administrative qualifications are desirable.

Experience:

- Previous experience in a similar administrative role.
- Experience in a school environment is advantageous.
- Financial administration experience is desirable.

Skills and Abilities:

- Excellent organisational and time-management skills.
- Strong communication and interpersonal skills.
- Proficiency in Microsoft Office (Word, Excel, Outlook).
- Ability to handle sensitive information with confidentiality.
- Strong attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Good problem-solving skills and the ability to use initiative.

Personal Attributes:

- Approachable and friendly manner.
- Proactive and able to prioritise tasks effectively.
- Professional and courteous at all times.
- Commitment to the school's values, vision, and ethos.

This job description may be amended at any time in consultation with the postholder.