



## JOB DESCRIPTION FEDERATION ADMINISTRATOR

**School:** Based at Tutshill C of E Primary School  
**Salary:** Grade 4 NJC scale (£26,403-£27,694 FTE) pro rata  
**Reports to:** School Business Manager and Executive Headteachers

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### Job Purpose

The Federation Administrator supports the Forest Edge Federation by ensuring excellent pupil attendance and delivering high-quality administrative services. This role involves maintaining accurate records and contributing to the smooth operation and positive ethos of the schools within the federation.

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### Key Responsibilities

#### *Attendance Management*

- Monitor and analyse pupil attendance across the federation, identifying trends and supporting strategies to improve attendance.
- Ensure accurate recording of attendance data in SIMS and produce regular reports (daily, weekly, termly, and annual).
- Prepare termly attendance reports for leadership and governors.
- Communicate effectively with parents/carers regarding attendance issues, issuing letters and liaising with the Local Authority where necessary.
- Work collaboratively with school staff to address persistent absenteeism and benchmark attendance data to identify areas for improvement.
- Represent the federation at GCC Attendance Network meetings.

#### *Training and Policy Administration*

- Track and monitor federation-wide policies, ensuring timely updates.
- Maintain a comprehensive staff training log, booking mandatory training and recording completion in SIMS.
- Identify expiring training and arrange renewals promptly.
- Assist in planning term dates in line with training schedules.

Forest Edge Federation:

Tutshill C of E Primary School, Tutshill, Nr Chepstow, Gloucestershire, NP16 7BJ

and

Woolaston Primary School, Netherend, Nr Lydney, Gloucestershire, GL15 6PH





### *General Administration*

- Provide confidential secretarial and administrative support to the Executive Headteachers and Business Manager.
- Manage communication with parents regarding pupil absence and maintain positive relationships.
- Undertake a range of administrative tasks including word processing, photocopying, filing, scanning, and shredding.
- Prepare and proofread reports, letters, and documentation as required.
- Contribute to the development of office systems, procedures, and policies.

### *Safeguarding and Professional Development*

- Promote and safeguard the welfare of children and young people within the school.
- Establish constructive relationships with external agencies and professionals.
- Participate in training and performance development activities to enhance your skills and knowledge.

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