



JOB DESCRIPTION

Administration, Finance and Operations Coordinator

Job purpose

To provide efficient, responsive and well-organised administrative, financial and operational support across the School. The postholder will coordinate pupil transport, activities and camps; maintain accurate records to support billing and budget control; assist pupils, parents and colleagues; and help ensure that day-to-day office and logistical arrangements run smoothly.

Key responsibilities

1. Pupil transport and logistics

- Coordinate school bus routes, timings, driver arrangements and bookings, working with relevant colleagues and providers.
- Prepare and maintain daily pupil bus lists and accurate transport registers for operational and billing purposes.
- Communicate transport arrangements and updates, including fixture-related bus changes, to parents, staff and other relevant contacts.
- Support pupil sign-out arrangements and registers, providing cover for teaching staff where required.

2. Activities, camps and events

- Coordinate extracurricular activity planning, booking sheets, staffing information and attendance registers.
- Administer Little Explorers and multi-sport holiday camp forms, bookings and records.
- Support the planning, costing, staffing and delivery of activity camps in liaison with Finance and HR.
- Coordinate Camp Cooper preparation and administration, including catering and cleaning staffing requirements in liaison with relevant teams.
- Provide practical support for school events, including the Christmas Fayre, and coordinate stallholder sign-up and pupil spending arrangements.
- Arrange annual or occasional pupil items such as leavers' necklaces, leavers' hoodies, French trip polo shirts and sports tour clothing.

3. Finance, purchasing and record-keeping

- Maintain accurate registers and supporting information required for transport, activities, camps, facility hire and other charges.

- Assist with activity and camp costing and provide accurate information to Finance to support billing and budget monitoring.
- Coordinate authorised purchasing and ordering, including staff clothing, nursery kit, office items and ad hoc staff orders.
- Support the administration of facility hire and swimming pool rentals, maintaining clear booking and usage records.
- Liaise with Finance and HR on agreed staffing, pay-related and purchasing administration, within the boundaries of the role.

4. Office and parent support

- Provide shared office cover, including answering telephone calls, monitoring and responding to emails, taking messages and dealing with routine enquiries.
- Welcome and support pupils who come to the office, escalating welfare or safeguarding concerns promptly in line with School procedures.
- Provide helpful and professional information to parents, staff and visitors, referring matters to the appropriate colleague where necessary.
- Provide ad hoc practical and technology support, including printing requests, contact cards, invitations, compliments slips and basic signage.
- Coordinate routine communications and administrative support for the Friends of Ardvreck.

5. Facilities and operational coordination

- Coordinate agreed use and hire of School facilities, liaising with relevant internal and external users to avoid clashes and maintain accurate records.
- Assist with arrangements for cleaning cover during holidays and for specific areas, in liaison with Finance, HR and operational colleagues.
- Arrange periodic services such as confidential shredding collections.
- Maintain operational information such as the staffing board and support occasional nursery-related administration, including uniform, kit and handbook materials.
- Support the uniform shop, where allocated, including stock control, ordering and sales administration.

6. General responsibilities

- Work collaboratively across the office and wider School, providing reasonable cover and support during busy periods and colleague absence.
- Maintain accurate, orderly and confidential records in accordance with School policies and data protection requirements.
- Contribute to the continuous improvement of administrative and operational processes.
- Undertake other reasonable duties consistent with the scope and level of the role.

Person specification

Essential

- Experience of administration, coordination or office support in a busy, service-focused environment.
- Strong organisational skills, with the ability to plan, prioritise and manage multiple activities and deadlines.
- Accuracy and confidence when maintaining registers, bookings, financial records and other detailed information.
- Clear and professional written and verbal communication skills.
- A calm, helpful and discreet approach when dealing with pupils, parents, colleagues and external contacts.
- Competence in common office software, email, spreadsheets and shared digital systems.
- Ability to work independently, use sound judgement and collaborate effectively as part of a team.
- Commitment to confidentiality, safeguarding, equality and the values of the School.

Desirable

- Previous experience in a school, childcare, hospitality, events or similarly fast-paced environment.
- Experience of coordinating transport, activities, camps, events or facility bookings.
- Experience of purchase administration, billing support, stock control or budget monitoring.
- Experience of supporting children and families in a customer-facing setting.

Safeguarding and wider expectations

Ardvreck School is committed to safeguarding and promoting the welfare of children. The postholder must share this commitment, follow all relevant School policies and procedures, and report concerns promptly through the appropriate safeguarding channels. Appointment will be subject to the School's safer recruitment checks and requirements.

This job description summarises the principal duties of the role. It is not intended to be exhaustive and may be reviewed to reflect the operational needs of the School, following appropriate discussion with the postholder.