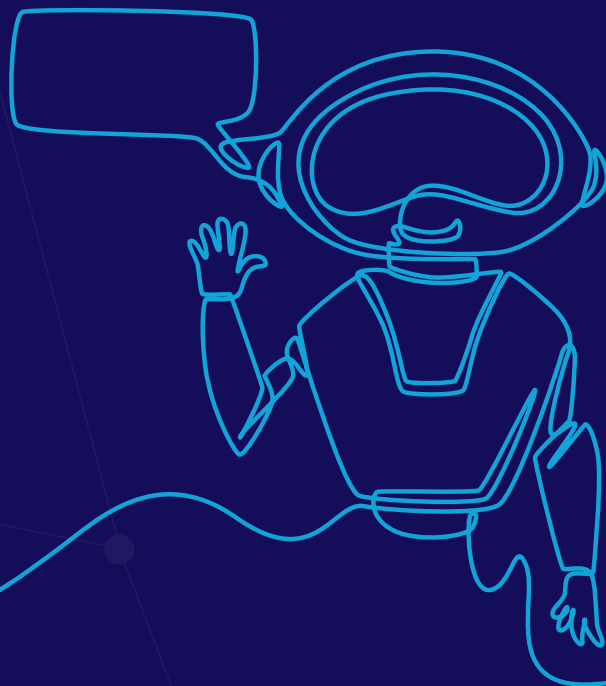


# AI Tools for Schools – Admin Quick Reference

**A cheat sheet for finance, marketing, reception,  
enrolments, and events staff**

*By Matt Esteman, in collaboration with Sentral*



# Golden Rules

- ✓ No personal or sensitive student/parent/staff data in public tools.
- ✓ Use enterprise accounts (Microsoft 365 / Google Workspace).
- ✓ Keep a human in the loop for anything public-facing or financial.
- ✓ Start with low-risk tasks (drafting, summarising, formatting).



## Top Tools & Quick Wins

### ChatGPT

- Draft parent emails, templates, FAQs
- Finance: simplify policies into 1-pagers
- Comms: draft newsletters, social posts

### Claude

- Summarise long invoices, reports, or event plans
- Produce 1-page briefs from 40-page docs

### Perplexity

- Research school fee comparisons
- Find best-practice comms examples
- Get WHS/Compliance guidance with sources

### Gemini / Copilot

- Summarise long emails, draft replies
- Create formulas, budget sheets, event risk logs
- Parent FAQs from policies

### Fireflies / Otter

- Meeting notes with action items
- Budget & planning meeting records
- Excursion/event planning notes

### Canva / Adobe

- Design flyers, posters, newsletters fast
- Maintain brand style automatically

### NotebookLM

- Build searchable guides ('How do I...?')
- Enrolments: centralise parent feedback
- Finance: procedures & compliance docs



## 4-Week Pathway

**Week 1:** Try it solo (newsletter draft, invoice summary)

**Week 2:** Pair up and compare results

**Week 3:** Pilot 1 workflow (e.g., enrolment enquiry → draft reply → human check)

**Week 4:** Share results at admin team meeting



## Red Flags

- Uploading confidential data
- Publishing AI drafts without human review
- Using tools without audit/logging controls
- Launching schoolwide without pilots/feedback



## Reusable Prompts

- **Summarise:** "Turn this 4-page policy into a parent-friendly FAQ."
- **Comms:** "Draft a 100-word Open Day social post (date/time + call to action)."
- **Reception:** "Write 3 polite responses to late bus complaints."
- **Events:** "From these notes, list tasks, owners, and due dates."
- **Finance:** "Explain this invoice in plain English: who, what, when."

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# Let's continue the conversation



You've explored the framework for AI in education; the next step is implementation. A powerful strategy requires a powerful platform.

Sentral is more than just a school management system; it's a strategic partner that streamlines everything from student data and reporting to payments and parent engagement, freeing your team to lead with confidence.

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**Book a no-obligation demo** with our team to see how Sentral can power your school's vision.

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## The Next Word

Navigating the complexities of AI in education requires more than just prompts; it requires a strategic partner. At The Next Word, we help school leaders move beyond the hype to build robust AI strategies, deliver practical staff training, and create ethical frameworks that enhance learning while managing risk. We ensure you lead the change, not just react to it.

### Ready to build a future-ready school?

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