

FOR SCHOOL ADMINISTRATORS

40 chat prompts

# Prompts for School Administrators.

*Ready-to-use prompts for planning, teaching and reflection.*

*The right tool at the right time.  
Part of the WISE Framework for Education at  
choosewise.education.*

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# Glossary

A few terms that recur throughout this guide. If you already know them, skip ahead to the framework on the next page.

## AI — Artificial Intelligence

An attempt to make machines mimic brain functions — to "think" and learn roughly the way humans do. We don't fully understand how the brain works, but we can try to replicate the parts we do understand.

## Prompt

An instruction given to a chatbot to get a desired response or task performed.

## Iterate

After receiving a response from a chatbot, you refine and clarify the parts you're not satisfied with — sharpening the answer until it's what you want. The better your starting prompt, the fewer iterations you'll need.

## Chatbot

A chatbot has been trained to find patterns in large amounts of text. It uses those patterns to generate a response to your prompt. The answer is produced in real time.

## GPT

The underlying model (Generative Pre-trained Transformer) that a chatbot uses. The same GPT can power different chatbots — for example, Copilot and ChatGPT have both used OpenAI's GPT.

## Generative AI

AI that creates (generates) text, images, video, or sound in real time when prompted to do so.

## Bias

AI responses can be skewed or partial, depending on the data the AI was trained on and the biases present in that data. These biases are harder to spot in chatbots than in image-generating AI.

## Hallucination

The text you receive from a chatbot is based on patterns in its training data, but word generation also involves randomness — meaning generated words can sometimes create a meaning that simply isn't true.

## A framework for writing your own prompts

**Role:** Act as an experienced physics teacher.

**Task:** Create a lesson plan that introduces year 8 students to optics.

**Context:** I teach at a middle school, have 25 students in my class, and the lesson is 60 minutes long.

**Format:** Link content and activities to the physics curriculum and give me a plan that describes each part of the lesson and the materials required.

**Tone:** Use a formal but friendly tone.

## A few chatbots to know

AI can also generate images and more, but we focus here on chat capabilities.

**ChatGPT** — OpenAI's chatbot

**Gemini** — Google's chatbot

**NotebookLM** — Google's tool that can, among other things, generate a two-voice podcast

**Copilot** — Microsoft's chatbot

**Claude** — Anthropic's chatbot

**Perplexity** — From San Francisco, was early to include source links

**Duck AI** — DuckDuckGo's chatbot, lets you pick among several GPTs

**Mistral AI** — A chatbot from France

Most chatbots have age restrictions.

## How to use the prompts

All the prompts are starting points — examples to get you going. Adapt them to fit your context.

After using a chatbot for a while, you'll learn what kinds of prompts work better or worse. Try the same prompt twice — first as-is, then with the prefix "Act as an experienced expert teacher in [subject]" — and see whether the quality of the response improves. A good response means a good prompt. A poor response means the prompt needs more context or adjustment. Some chatbots are better than others at certain tasks, so if you're not satisfied despite multiple tries, consider switching chatbot.

### Brackets and privacy

You paste the prompt text into the chatbot's input field. Wherever brackets *[like this]* appear, replace the text inside with whatever fits your context.

**Always double-check the responses** — chatbot output is not guaranteed to be accurate.

**Note:** Think carefully before uploading texts or documents. Never upload personal data or sensitive information. Mind GDPR.

## School Administrators

- 01 Give me five strategies for managing a high volume of parent enquiries at a *[grade level]* school during a busy period, e.g. *[specific time of year]*.
- 02 Write a short, professional email to staff at a *[grade level]* school reminding them about *[specific deadline or routine]*, using a friendly tone.
- 03 Create a template for a weekly schedule for administrative staff at a *[grade level]* school, including priority tasks such as *[specific task, e.g. attendance reporting]* and time for follow-up.
- 04 Suggest three ways to streamline the management of *[specific administrative task, e.g. student registration or scheduling]* at a *[grade level]* school using simple tools.
- 05 Create a five-point checklist for preparing a *[grade level]* school for a major event, e.g. *[specific event, e.g. parent evening or start of term]*.
- 06 Give me an example of a simple database structure for tracking *[specific information, e.g. student contacts or equipment]* at a *[grade level]* school, with three key fields.
- 07 Suggest three ways to use digital tools (e.g. *[specific tool]*) to reduce paperwork at a *[grade level]* school.
- 08 Write a short guide for handling an urgent administrative situation (e.g. *[specific situation, e.g. payroll system error]*) at a *[grade level]* school, with three steps.
- 09 Give me five ideas for improving collaboration between administrative staff and teachers at a *[grade level]* school, focusing on day-to-day communication.
- 10 Create a template for a daily priority list for an administrator at a *[grade level]* school, with space for *[specific tasks, e.g. reporting and meetings]*.

- 11 Suggest three ways to organise records (physical or digital) for *[specific document type, e.g. student documents]* at a *[grade level]* school for quick access, taking GDPR into account.
- 12 Give me an example of a short, informative newsletter for parents at a *[grade level]* school covering *[specific topic, e.g. start of term or policy update]*.
- 13 Write a list of five key questions to ask at a follow-up meeting with the principal at a *[grade level]* school about *[specific project or routine]*.
- 14 Suggest three ways to manage multiple competing deadlines (e.g. *[specific tasks]*) at a *[grade level]* school without compromising quality.
- 15 Create a simple template for reporting *[specific data, e.g. absence or budget]* for a *[grade level]* school to school leadership, with three sections.
- 16 Give me five ideas for reducing administrative duplication at a *[grade level]* school, focusing on *[specific process, e.g. scheduling]*.
- 17 Suggest three ways to prepare administrative staff at a *[grade level]* school for a new routine or system (e.g. *[specific system]*), including a training idea.
- 18 Write a short guide for coordinating a meeting between teachers and parents at a *[grade level]* school, with three steps and a follow-up plan.
- 19 Give me an example of a weekly routine for ensuring that *[specific resource, e.g. classroom materials or IT equipment]* is available at a *[grade level]* school.
- 20 Create a list of three short, positive messages to send to staff at a *[grade level]* school to show appreciation for their efforts.
- 21 Create a plan for coordinating one week of substitute teacher management at a *[grade level]* school, including three steps and a communication strategy for staff.

22 Give me five ways to quickly resolve common technical issues (e.g. *[specific issue, e.g. printer error]*) for staff at a *[grade level]* school.

23 Write a short, clear message to parents at a *[grade level]* school about a sudden change, e.g. *[specific change, e.g. early closure]*, using a positive tone.

24 Suggest three ways to improve the management of *[specific routine, e.g. lunch orders or bus lists]* at a *[grade level]* school to reduce errors.

25 Create a list of five tasks to prioritise on the first day of term for an administrator at a *[grade level]* school, with a brief rationale for each.

26 Give me an example of a simple log for tracking *[specific activity, e.g. visitors or deliveries]* at a *[grade level]* school, with three columns.

27 Suggest three ways to organise a digital calendar for a *[grade level]* school to include *[specific events, e.g. meetings and deadlines]*.

28 Write a short template for requesting *[specific resource, e.g. technical support]* for a *[grade level]* school, covering three key points.

29 Give me five ideas for reducing email overload for an administrator at a *[grade level]* school, focusing on *[specific situation, e.g. during the grading period]*.

30 Create a three-point checklist for ensuring that *[specific documentation, e.g. student files or reports]* is accurate at a *[grade level]* school.

31 Suggest three ways to coordinate with site staff (e.g. caretakers or kitchen staff) at a *[grade level]* school to resolve *[specific issue, e.g. room bookings]*.

32 Give me an example of a short weekly update from an administrator to the principal at a *[grade level]* school, covering *[specific areas]*.

33 Write a list of five questions to ask at a quick check-in meeting with administrative staff at a *[grade level]* school about *[specific routine]*.

34 Suggest three ways to manage long phone queues or enquiries at a *[grade level]* school during *[specific period, e.g. enrolment period]*.

35 Create a simple template for compiling *[specific data, e.g. student statistics or budget updates]* for a *[grade level]* school, with three sections.

36 Give me five ideas for creating a welcoming reception area at a *[grade level]* school, focusing on *[specific aspect, e.g. first impressions or efficiency]*.

37 Suggest three ways to prepare administrative support for an inspection or audit at a *[grade level]* school, including a simple action list.

38 Write a short guide for training a new administrator at a *[grade level]* school in *[specific task, e.g. attendance management]*, with three steps.

39 Give me an example of a routine for checking and updating *[specific resource, e.g. the school website or emergency contacts]* at a *[grade level]* school.

40 Create a list of three short, effective ways to show appreciation to colleagues at a *[grade level]* school for their help during a busy week.

CONTINUE ON THE WEB

# The right tool at the right time.

This collection is part of a library of AI prompts for every role in the school — free to use, adapt, and share.

## More prompt sets

Find prompts for principals, subject teachers, school leaders, support staff and more at [choosewise.education/prompts](https://choosewise.education/prompts)

## The WISE Framework for Education

Four questions that turn any "should we use this AI tool?" conversation into a structured decision — [choosewise.education/wise](https://choosewise.education/wise)

## Follow Johan Lindström on LinkedIn

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