

Salfords Primary School

Job Title:	Office Assistant- Focus Receptionist and Communication lead
Core Purpose	
To be an efficient and effective administrator as a member of our school's office team. To promote a professional and friendly point of call to all parents and visitors to our school.	
Key accountabilities	
<ul style="list-style-type: none"> • Welcome all visitors to our school and ensure the school policy for safeguarding is adhered, ensuring completion of visitor badges and monitoring access to restricted areas. • Answer telephone, filter calls and e-mails, to take messages and make sure they are delivered in a timely fashion. • School weekly newsletter, edit and distribute. • Prepare school diary and keep it updated and staff informed. • Filing for SENCo, DHT and Co- Headteachers. • Maintain the reception area including updating of noticeboards and literature. • Deal with first aid (including ensuring sufficient first aid supplies). • Respond to child enquiries, including late children, requests to leave school during the school day and sick children, referring to the teacher as required. • Be willing to assist the Co-Headteachers or Leadership Team as required. • Administer medication to children. • To participate in the school's appraisal process. 	
Admissions	
<ul style="list-style-type: none"> • Prepare starter packs for all new families • Deal directly with requests for a prospectus, maintaining an electronic record of all prospectus enquiries. 	
Other	
<ul style="list-style-type: none"> • Ensure the management and monitoring the school website and kept up to date weekly. • Duties are subject to change by negotiation and agreement with the Co-Headteachers and post holder. 	
Accountable to	
<ul style="list-style-type: none"> • School Business Leader • GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities. 	
Safeguarding	
GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.	