

GLF Schools Job Description

Job Title	Administration Assistant	Job Reference	AURAA0625
Location	Aureus School	Travel required	No
Core purpose			
<ul style="list-style-type: none"> To provide efficient and effective administrative support as a member of our school's administration team. To promote a professional and friendly point of call to all parents and visitors to our school. 			
Key Accountabilities			
Administration			
<ul style="list-style-type: none"> Provide personal, administrative and organisational support to other staff including word-processing, post (incoming and outgoing), telephones and reprographic services where required Use Bromcom, Sage, Parentpay, and any other computer applications to perform daily tasks. Use Microsoft Office programs - Excel, Word, Outlook - to produce reports and letters, applying punctuation, spelling and grammar, contributing to style and presentation of documents. Filing, reprographics and resource preparation. Receive and check deliveries. Analyse and evaluate data/information and produce reports/information/data as required Undertake typing and word-processing and complex IT based tasks including mail-merge, manipulation of spreadsheets Undertake administration of complex procedures Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfES To ensure the effective administration of the Free School Meal applications To attend meetings and take minutes as required 			
Admissions			
<ul style="list-style-type: none"> Update Bromcom with data about children, including personal information, contact details, medical information. Prepare starter packs for all new families and enter all family information on to school database (currently Bromcom). Maintain accurate student records in Bromcom. Provide support for the Transition processes for new Year 7 and 12 students, including booking appointments for HOY/SLT to visit schools, preparing schedule of appointments for family interviews, sending out regular email and letter communications Create and manage ad-hoc spreadsheets to manage tutor group allocation ensuring sibling and friendship information is available for analysis Ensure accuracy of current offers/accepted places, maintaining the control spreadsheet, and keeping both SIMS and internal spreadsheets up-to-date 			

<ul style="list-style-type: none"> • Ensuring CTF files and ATF files are imported and exported accurately and effectively
SEND / Pupil Premium
<ul style="list-style-type: none"> • Provide administrative support for SEND / Pupil Premium students • Contribute to the preparation of SEND EHCPs as required by the school and SENCO
Student Reception / Main Reception
<ul style="list-style-type: none"> • Provide cover for Reception as part of a rota system to provide support to the Main Receptionist roles • Welcome all visitors to our school and ensure the school policy for safeguarding is adhered to, 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. • Deal with first aid • Respond to student enquiries, including late students, requests to leave school during the school day and sick students, referring to the appropriate first aider or colleague as required. • Administer medication to children. • Manage, redistribute and dispose of lost property. • Deal with complex reception/visitor etc. matters
Communications
<ul style="list-style-type: none"> • Prepare, proof-read and ensure consistency with the School communications strategy / brand, all letters and communications being sent out by the school • Send out communications using post, email and School Comms systems
Finance
<ul style="list-style-type: none"> • Ensure that deliveries are checked off on delivery notes when required, and goods received notice systems are used as required within PS Financials • Ensure all orders are placed using the PS Financials system
School Events
<ul style="list-style-type: none"> • Provide support for school events including Parent Evenings, Parent Information Evenings, Speech Night, Open Evening, Open Mornings and Transition Events • Create signage for school events • Provide administrative support for information for school events
Personal Development / Continuing Professional Development
<ul style="list-style-type: none"> • Fully participate in the school's appraisal process. • Taking responsibility for own continued professional development – ensuring at least two PDP / Professional development activities a year • Evaluate own performance regularly. • Participate in training and other learning activities as required. • Recognise own strengths and areas of expertise and use these to advise and support others.
School Ethos

- Duties are subject to change by negotiation and agreement with the Office Manager and post holder.
- Any other duties commensurate with the role as directed by the School Business Manager
- Attending and participating in meetings scheduled in the school calendar punctually.

Strengthening community

- Playing a full part in the life of the school community, supporting its distinctive ethos and encouraging staff and students to follow this example.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- Support the work of the PSA with school / extra-curricular events

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.