

GLF Schools - Job Description

Job Title:	Office Assistant	Job Reference:	DT1406
Location:	Danetree Primary School	Travel Required:	N
Core Purpose			
<ul style="list-style-type: none"> To provide an efficient and effective administrative and finance support 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. Open the post and distribute appropriately. Respond to parents enquiries at the Reception desk and by telephone. Deal with first aid (Including ensuring sufficient first aid supplies). Respond to children's enquiries, including late children, requests to leave school during the school day and sick children, referring to the appropriate first aider or teacher as required. Use SIMS, PSF, Parentpay and any other computer applications to perform the roles 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. Maintain the reception area including updating of internal and external noticeboards and literature. Be willing to assist the Head Teacher or Leadership Team as required. Receive and check deliveries on day of receipt. Assist the Finance and Administrative staff as required. Assist with school uniform enquiries and sales. Administer First Air and administer medication to children. Manage, redistribute and dispose of lost property. To participate in the school's appraisal process. Ensure all correspondence and communication is distributed to parents Regularly check supplies of paper, toner and laminating rolls and order when required. Collating information and parental responses for various school events. To provide the administration for the booking of school trips and workshops and be responsible for the collection and reconciliation of payments and arranging the payment of the invoices Set up payment items on ParentPay and monitor payments and assist with chasing outstanding monies. Assist Office Manager in organizing swimming for year groups, including correspondence, payment and liaising with parents. Minute taking of weekly staff meeting and safeguarding meeting and any other meetings as required. Assist in entering children's information on to the school database. Deal directly with requests for a prospectus. Update SIMS with data about children, including personal information, contact details, medical information. 			

- Liaise with kitchen staff and provide them with updates to child/student roll and any changes to medical information, allergies or specialist dietary requirements.
- Prepare a list of prospective parents that will be attending any open days.
- Management of booking system for school clubs, including assisting with timetabling, club surveys, distributing results, collecting slips and liaising with external club providers. Provide letters from Parentpay to new starters with login details.
- Enter Purchase Orders on PSF
- Ensure that deliveries are checked off on delivery notes, files, and deliveries are GRN'ed on PSF and any discrepancies are raised with the supplier within 24 hours.
- Enter income received on PSF

Other

- Duties are subject to change by negotiation and agreement with the Headteacher and post holder.
- Any other duties commensurate with the role as directed by the Office Manager and School Business Manager.

Accountable to

- Office Manager
- 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.