

GLF Schools – Job Profile

Position	Administration and Communication Lead (salary scale G8)	Location	The Beacon School Banstead
Accountable to:			
<ul style="list-style-type: none"> The Headteacher 			
Responsible for:			
<ul style="list-style-type: none"> A team of Administrative Assistants 			
Core purpose			
<ul style="list-style-type: none"> To lead a team of administrative assistants to ensure the smooth and efficient running of the school To promote a professional, positive and customer focussed environment for students, staff and families To create a culture that challenges existing processes, and encourages and promotes continuous improvement in all aspects of school administration and communication To ensure that all internal and external communication is consistent and timely 			
Key accountabilities and specific tasks			
<ul style="list-style-type: none"> To continually review, manage, design and implement effective office systems and procedures to improve operational efficiency To manage, train and develop the school office and administrative staff to ensure the smooth and effective running of the school office and to support workload as required To be responsible for the organisation and management of the school reception To support the Attendance Officer and to co-ordinate attendance procedures and processes To support the Educational Visits Co-ordinator and event organisers with the administration of all trips/visits To manage manual and computerised school records/information systems ensuring the security, integrity and confidentiality of data Willingness to undertake further training and personal development to the benefit of the individual and the school To be responsible for the school's minibuss, ensuring that all necessary paperwork is completed and that the school complies with relevant legislation To administer the school's online payment system, the direct debit system and oversee the banking of all private funds, including monies collected from students 			

General information
Equality of Opportunity <ul style="list-style-type: none"> As a member of school staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, students, parents and visitors
Confidentiality and Data Protection <ul style="list-style-type: none"> To treat all information acquired through employment, both formally and informally, in strict confidence To be aware of the school's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure all processes comply with this
To contribute as an effective and collaborative member of the school team <ul style="list-style-type: none"> Any other duties as reasonably required Being aware of and complying with policies and procedures relating to child protection and reporting all concerns to an appropriate member of staff Attend regular meetings as required and make a positive contribution during meetings
In return we can offer
<ul style="list-style-type: none"> Talented and committed staff The opportunity to be part of a multi-academy trust that has high aspirations for all its students and staff
Safeguarding
<p>GLF Schools is committed to safeguarding and promoting the welfare of children and young people 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 an Enhanced DBS disclosure.</p>