

## **GLF Schools - Job Description**

<b>Job Title:</b>	Office Administrator	<b>Job Reference:</b>	
<b>Location:</b>	Warren Mead Schools	<b>Travel Required:</b>	No
<b>Core Purpose</b>			
<ul style="list-style-type: none"> <li>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.</li> </ul>			
<b>Key accountabilities</b>			
<ul style="list-style-type: none"> <li>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.</li> <li>Answer telephone, filter calls and e-mails, to take messages and make sure they are delivered in a timely fashion.</li> <li>Deal with first aid (Including ensuring sufficient first aid supplies).</li> <li>Respond to child 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.</li> <li>Use SIMS, PSF Financials, ParentMail and any other computer applications to perform the roles daily tasks.</li> <li>Use Microsoft Office programs - Excel, Word, and Outlook - to produce reports and letters, applying punctuation, spelling and grammar, contributing to style and presentation of documents.</li> <li>Filing, reprographics and resource preparation.</li> <li>Maintain the reception area including updating of noticeboards and literature.</li> <li>Be willing to assist the Head Teacher or Leadership Team as required.</li> <li>Receive and check deliveries.</li> <li>Assist the Finance and Administrative staff as required.</li> <li>Assist with school uniform enquiries and sales.</li> <li>Administer medication to children.</li> <li>Manage, redistribute and dispose of lost property.</li> <li>Liaise with teachers and other admin staff regarding the booking of school trips, ensuring best value for transport costs and that payment and permission is received from all parents/carers. Ensure medical and contact reports are received from parents/carers for all trips.</li> <li>Produce parent/carer communication using email, text and hard copy.</li> <li>Manage and liaise with teachers, parents/carers and children regarding schools clubs.</li> </ul>			
<b>Admissions</b>			
<ul style="list-style-type: none"> <li>Manage all aspects of Admissions from initial enquires through to starting / leaving dates, liaising with the WBC Admissions team and the child's previous or next school.</li> <li>Prepare starter packs for all new families and enter all family information on to school database.</li> <li>Deal directly with requests for a prospectus, maintaining an electronic record of all prospectus enquiries.</li> <li>Be prepared to give a tour of the school to parents who arrive without a previous appointment.</li> <li>Ensure an appropriate 'stock' of prospectus and other admissions forms are always made available.</li> <li>Update SIMS with data about children, including personal information, contact details, medical information.</li> <li>Liaise with kitchen staff and provide them with updates to child/student roll and any changes to medical information, allergies or specialist dietary requirements</li> </ul>			

- Prepare a list of prospective parents that will be attending any open days.

#### Finance

- Update of attendance on ParentMail to provide data to the kitchen staff for the purposes of school meals management.
- Chase outstanding payments, including lunch payments, from parents/carers to ensure no long-term debts.
- Provide letters from ParentMail to new starters with login details.
- Manage the Cool Milk and National Fruit schemes.
- Ensure that deliveries are checked off on delivery notes, filed and then attached to invoices.

#### Other

- Ensure that the school website is monitored and kept up to date weekly.
- Duties are subject to change by negotiation and agreement with the Head Teacher and post holder.
- Any other duties commensurate with the role as directed by the Executive Head Teacher or Head of School.

#### Accountable to

- Executive Head Teacher
- 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.