Job Description

Job Title	Central Administrator	Reports to	Communications Manager

Core purpose

- Provide a high - quality and timely support service to staff, students and parents/carers.
- Champion effective communication, placing clear and consistent messaging at the heart of everything we do across the school community.
- Enable the delivery of impactful Rosebery events.

Main Duties

- Ensure administration requests from staff members and students are actioned accurately, in a timely manner.
- Act as the point of contact between parents/carers and teaching staff, ensuring all communication is accurate, branded and formatted correctly.
- Ensure enquiries are responded to in the Trips inbox in a timely manner (and other Central Administration inboxes, when required).
- Create and maintain ParentPay items for curriculum activities and sales and ensure payment and distribution of student resources.
- Manage the administration for extra-curricular trips, including D of E expeditions.
- Provide expert administrative support, primarily for trips and enrichment activities, ensuring the accurate and effective management of key school data systems, including Bromcom, ePraise and ParentPay.
- Provide administrative support for Rosebery events.
- Support Parent's Evenings administration in-person and online, when required.
- Support with catering requests.
- Provide relief reception cover for lunch time cover and other times as required.

Team Contributions

- Maintain efficient systems to support the Communications Team and its function.
- Own and be proud of individual responsibilities within the Communications Team.
- Work flexibly to contribute to team well-being.
- Actively engage in GLF and Rosebery CPD processes.

Whole school responsibilities

- Participate in the discussion of whole school policies and participate in the implementation of school practices.
- Work collaboratively across departments with colleagues and students, to ensure the school operates as effectively as possible to achieve its aims.

Professional responsibilities

- Perform all duties whilst adhering to safety standards.
- Remain an competent user of the Microsoft 365 package, including Word, Excel and SharePoint.
- Undertake own DSE assessment and discuss individual needs with line manager.
- Maintain a strict level of confidentiality at all times.
- Make a contribution to cost effectiveness through the management of school resources.
- Remain professional and business - like at all times.
- Demonstrate respect, honesty and kindness and to believe in the limitless potential of people and the team.
- Undertake any other duties commensurate with the post, as directed by the senior leadership team and line 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.

Person Specification

	Essential	Desirable
Education and Training		
Minimum GCSE Grade C in Maths and English	✓	
Evidence of commitment to continuous professional development		✓
Professional Experience		
Working in general administration	✓	
Experience of using different Management Information Systems	✓	
Experience of working with senior managers / headteachers and other key stakeholders		✓
Working in a fast-paced office environment	✓	
Working in a school/education environment		✓
Coordinating trips and events		✓
Knowledge and Skills		
Strong administrative and organisational skills	✓	
Understanding of workflows in the education sector	✓	
An understanding of running group trips		✓
Ability to maintain accurate records and systems, producing high-quality work	✓	
An intermediate user of Microsoft Office package	✓	
Excellent communication skills across all mediums and able to tailor to different stakeholders	✓	
An understanding of office/school administration workflows	✓	
Personal Attributes		
High levels of integrity, with the ability to maintain strict confidentiality at all times.	✓	
Approachable and able to inspire confidence and trust.	✓	
Organised and methodical, with a high level of attention to detail, even when under time pressures.	✓	
Committed to delivering excellent customer service and providing a positive experience for staff, parents/carers and students.	✓	
Friendly, welcoming and resilient, with the ability to remain calm, professional and solution-focused.	✓	
Dependable and works with the team and wider staff to support school deliverables	✓	
A self-starter who can manage their own workload, prioritising effectively and responding to tight and changing deadlines	✓	
A willingness to keep up-to-date with developments within the school and trust	✓	
Flexibility to work according to the operational needs of the team and school, including working outside of normal working hours, if able to.	✓	
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 required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.		