

GLF Schools – Job Description

Job Title	Administration & Communications Lead	Accountable to	Head of School/Deputy Headteacher
Location	The Beacon School	Travel Required	No
Core purpose			
<ul style="list-style-type: none"> To lead a team of administrative assistants and non-teaching staff to ensure the smooth and efficient running of the school administrative functions and internal/external communication platforms, systems and processes. To promote and support others to provide a professional, positive and customer focussed environment for all stakeholders. To ensure all internal and external communication with stakeholders is completed effectively and in a timely manner. To promote the school to the wider community through the use of social media and contribute to the schools marketing strategy. To be the admissions officer for the school. Support administration requests of the SLT team. 			
Key accountabilities			
Administrative Management			
<ul style="list-style-type: none"> Oversee the daily operations of the front office, ensuring a welcoming and efficient environment. To continually review, manage, design and implement effective office systems and procedures to improve operational efficiency. To manage, train and develop the administrative and non-teaching staff to ensure the smooth and effective running of the school office and the wider school. To manage the school calendar and communication of this to all stakeholders. To be responsible for the organisation and management of the school reception. To manage manual and computerised school records/ information systems ensuring the security, integrity and confidentiality of data, using systems such as student files and Bromcom. To administer the school's online payment system, the direct debit system and oversee the payment of extracurricular activities and trips. To manage the support for the Attendance Officer as and when needed. 			
Communication and Marketing			
<ul style="list-style-type: none"> To work with the Deputy Headteacher to ensure the marketing strategy for the school is implemented and promote the key aspects of the school through social media and other media sources. To ensure effective and timely in-school communication to all staff. To proofread and distribute all communication with external stakeholders. To ensure the school website is regularly updated and promotes the key ethos of the school. To promote and advertise the school using graphic design for key events. Assist in the design and placement of all internal and external publications and notifications to effectively promote and advertise a range of school activities including open evenings and news articles. Assist in the organisation of school functions, such as presentation evenings, open evenings and mornings and support with the creation of event communications as required. 			
Admissions Support			
<ul style="list-style-type: none"> Responsible for the administrative procedures associated with admission and transfer of pupils to The Beacon School from Year 6 to Year 7. 			

- Support the mid-term admission process for new students in liaison with Surrey County Council.
- Support students who start at The Beacon school through a mid-term admission process.
- Conduct mid-term admission meetings with parents/carers and students.
- Ensure mid-term admissions are set up on all school systems, with colleagues.

SLT Administration Support

- To support the organisation of the Senior Leadership Team and support their diaries, arranging meetings and interviews.
- To be the first point of contact for telephone enquiries from external stakeholders.
- Ensure correct documentation is available for meetings and prepare agendas, collate minutes.
- Disseminate and distribute information as requested by the SLT team.
- Assist in the organisation, record keeping and communication of suspensions, permanent exclusions and disciplinary panels.
- Update the school's management information system with suspensions and other data.
- Liaise with SSB members (Governors), staff, students, parents and outside agencies, as required.

General

- To participate in the discussion of whole school policies and to participate in the implementation of school policies and practices.
- To be active in pursuing professional development.
- To work collaboratively across departments with colleagues and students to ensure the school operates as effectively as possible to achieve its aims.
- To undertake reasonable additional tasks within the character of the post or level of responsibility entailed as required to support the needs of the school. 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.
- This job description is not necessarily a comprehensive definition of the post. It may be subject to modification at any time after consultation with the post holder.

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 an enhanced DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.