

GLF Schools – Job Description

Job Title	Office Admin Support	Location	The Beacon School
Accountable to			
<ul style="list-style-type: none"> ● Administration Leader 			
Core purpose			
<ul style="list-style-type: none"> ● To ensure all trips are cost effective and run in line with the school procedures. ● To ensure there is a wide range of extracurricular activities on offer and communicated to all stakeholders. ● Support in the administration of the school. 			
Key accountabilities			
Trips and extracurricular			
<ul style="list-style-type: none"> ● Ensure all visits are planned and approved internally by the EVC and Finance Department ● Produce correspondence/information, payment plans, chasing late payments and communicating with parents. ● Ensure procedures are followed with regard to planning of all educational visits. Ensuring staff use the correct forms and obtain correct authorisation and detailed planning is in place. ● Collate information for educational visits both UK and overseas travel, liaising with external companies obtaining information regarding accommodation, travel arrangements, insurance, risk assessments. ● Ensure all required documentation is complete and passed on to the required authorities with regard to overseas travel. Ensure visa applications from the British Council are obtained for non-EU students. Liaise with the British Council, Foreign Embassy's, when required. ● Collate student information for visit leaders with regard to emergency contact details together with consent forms and medical information. ● Obtain quotations for costs involved in all aspects of any visit, e.g. cost of tickets, insurance, accommodation, etc. Advise the visit organiser of costs involved in order for the correct charge to be made to parents of students attending the visit. ● Ensure Evolve is up to date for each trip and liaise with EVC. ● Collate all extracurricular information across the school and communicate this internal and externally. ● Monitor and evaluate the number of students attending extra-curricular activities. ● Organise and run parent evenings across the academic year. ● Complete minute taking as necessary. 			
Admin			
<ul style="list-style-type: none"> ● Day to day administrative and reception tasks. ● Deal with all internal and external communications in a timely manner. ● Ensure all destination data is collated for Year 11 leavers and communicated to Surrey County Council. ● Support the systems and processes of the school, such as confiscations and attendance. ● Oversee the organisation and planning of school events, such as prize giving. ● Support with the organisation of school events such as open evening. ● Complete the ordering of supplies for the school and work with finance to ensure all requests follow appropriate procedures. ● Raise req requests through finance and book CPD for staff. ● Oversee the ordering of supplies for the school and departments. ● Oversee hospitality ordering for the school. 			

- Support with the upkeep and compliance of the school website and calendar.
- Support administrative tasks for the smooth running of the school, as directed by the administrative leader.

Personal Qualities

- Enthusiasm for and commitment to the achievement of the school's overall vision for success at all levels
- Willingness to work hard
- Empathy and understanding of students' diverse educational needs
- Ability to communicate effectively with students, colleagues and families
- Maintain a high degree of personal ICT skill levels