

## **GLF Schools - Job Description**

<b>Job Title:</b>	<b>Office Assistant</b>	<b>Job Reference:</b>	LPPSOAJan22
<b>Location:</b>	Longford Park Primary School	<b>Travel Required:</b>	Occasional
<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 pupil enquiries, including late pupils, requests to leave school during the school day and sick pupils, referring to the appropriate first aider or teacher as required.</li> <li>Use SIMS, REVAS, Parentpay and any other computer applications to perform the roles daily tasks.</li> <li>Use Microsoft Office programs - Excel, Word, 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>Communicate with Learning Support Assistants for end of day arrangements.</li> <li>To participate in the school's appraisal process.</li> <li>Supporting the midday supervisors during the lunch break during the first few years of the school's growth.</li> </ul>			
<b>Admissions</b>			
<ul style="list-style-type: none"> <li>Prepare starter packs for all new families and enter all family information on to school database.</li> </ul>			

- Deal directly with requests for a prospectus, maintaining an electronic record of all prospectus enquiries.
- Be prepared to give a tour of the school to parents who arrive without a previous appointment.
- Ensure an appropriate 'stock' of prospectus and other admissions forms are always made available.
- Update SIMS with data about children, including personal information, contact details, medical information.
- Liaise with kitchen staff and provide them with updates to child/student roll and any changes to medical information, allergies or specialist dietary requirements
- Prepare a list of prospective parents that will be attending any open days.

### Finance

- Update of attendance on ParentPay to provide data to the kitchen staff for the purposes of school meals management.
- Management of before and after school club payments (when the school's own club is established) on ParentPay to provide numbers to staff and ensure payments are kept up to date.
- Provide letters from ParentPay to new starters with login details.
- Work with staff to ensure that orders are kept up to date and entered as a Purchase Order on REVAS.
- 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 Headteacher and post holder.
- Any other duties commensurate with the role as directed by the Headteacher in 2015 and by the School Business Manager in subsequent years

### Accountable to

- Office 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.

### 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.