



## GLF Schools Job Description

Job Title	Office Administrator	Job Reference	MNROFFJULY24
Location	Manor Primary School	Travel required	n/a
<b>Core purpose</b>			
To provide routine general day to day clerical and administrative support as a member of the school's office support team under the supervision of the Office Manager			
<b>Main Duties</b>			
<ul style="list-style-type: none"> <li>● Reception duties, including operation of the main switchboard and arranging routine appointments for parents, deliveries, pupil medicals etc.</li> <li>● Collection and dispersal of incoming and outgoing mail</li> <li>● Assisting with pupil first aid/welfare duties</li> <li>● Assisting, as directed, with the preparation, updating, distribution and storage of a wide range of computerised and paper-based records, reports and information packages.</li> <li>● Regular maintenance and systematic organisation of office filing systems, retaining documents, correspondence and other records</li> <li>● The operation, and routine maintenance of reprographic equipment, including arranging for regular servicing, and repairs,</li> <li>● General office duties including diary maintenance, safe and secure storage of supplies, typing and word processing</li> </ul>			
<b>Key Accountabilities</b>			
<ul style="list-style-type: none"> <li>● <b>Communications:</b> Parentmail newsletters, school website, school website Ofsted compliance check, production of the school calendar, holidays schedules, PTA contact</li> <li>● <b>Events Management:</b> Parents evening booking process</li> <li>● <b>Admissions:</b> administrative support for prospective parents' events; ensuring up to date marketing e.g. up to date prospectus; support managing admissions process (SIMs, admissions packs); support the management of appeals including documentation; support the annual review of admission arrangements and LA approval; manage in year admissions; review SAM and liaise with admissions at Surrey frequently regarding our pupil numbers</li> <li>● <b>Attendance:</b> Input attendance onto Bromcom daily for all pupils. Weekly, monthly termly reporting.</li> <li>● <b>School Meals:</b> Checking free school meal eligibility, liaising with the catering contractor, providing daily meal numbers to cater, checking debts and checking invoices</li> <li>● <b>Pupil census:</b> preparation and approval</li> <li>● <b>GDPR:</b> Photo permissions including non-consents, pupil consent forms, privacy</li> </ul>			



notices, freedom of information requests (supported by GLF), annual data cleanse, data process or register

- **General:** To include note-taking, providing refreshments for visitors, administrative work for Inclusion Manager, transition paperwork to other schools

#### Other

- 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.

#### Accountable to

- Headteacher
- 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 underrepresented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.