

GLF Schools - Job Description

Job Title:	Office Manager	Job Reference:	OMSF
Location:	Springfield Primary School	Travel Required:	N/A
Core Purpose			
<ul style="list-style-type: none"> ● To be responsible for administrative and office routines and for the management of the office staff in order to provide the Head Teacher and the Leadership Team with a comprehensive Administration support service. ● To promote a professional and friendly point of call to all parents and visitors to our school. ● To maintain regular and effective communications with a range of school colleagues and maintain confidentiality at all times. 			
Key accountabilities			
<ul style="list-style-type: none"> ● To line manage and organise the office assistants, to ensure the smooth and effective running of the School Office in line with GLF procedures. To ensure that the team member's workloads are efficiently managed and prioritised to meet relevant deadlines, giving support where needed. ● Hold regular meetings with the office staff to address any issues arising and bring these to satisfactory conclusion. ● Use SIMS or any other computer applications to perform the roles daily tasks and ensure all office staff are trained in the use of these applications. ● Use Microsoft Office programs - Excel, Word, Outlook - to produce reports and letters, applying punctuation, spelling and grammar, contributing to style and presentation of documents. ● Manage statutory website content and using GLF's checklist ensure that the school website is compliant with DfE and Ofsted requirements ● To support the Head Teacher or Leadership Team as required. To manage their diaries, handle administrative and organisational issues as appropriate. ● Attendance, oversee process and monitoring letters for children below target. ● Prepare termly DfE pupil census. ● To ensure GIAS is kept up to date with Governance data. ● Support People and Communications Officer with maximising lettings income in line with GLF's procedures and school priorities and ensure the administration is completed. ● Manage the annual review of admission arrangements and annual Admissions process and ensure end of year administration is completed by the office team. ● To oversee distribution of end of year reports. ● Assist the regional finance staff as required. 			

- Welcome all visitors to our school and ensure the office team adheres to the school policy for safeguarding, ensuring completion of visitor badges, checking photographic ID and DBS, and monitoring access to restricted areas.

- Act as Data Champion for the school, ensuring all staff are provided with clear information about GLF's procedures and maintain records to demonstrate compliance and provide first line support.
- Ensure the office team manage Photography Permissions, Pupil consent forms and withholding of consent
- Oversee FOI and SAR requests (with support and guidance from the People and Communications Office where applicable/Headteacher)
- Provide welfare support to children as required
- To liaise with external contractors and catering teams.

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