

GLF Schools - Job Description

Job Title:	Office Manager	Job Reference:	
Location:		Travel Required:	N/a
Cluster	2		
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 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 staff, to ensure the smooth and effective running of the School Office. To ensure that the team member's workloads are efficiently managed and prioritised to meet relevant deadlines. ● Hold regular meetings with the office staff to address any issues arising and bring these to satisfactory conclusion. ● Use Bromcom 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. ● Be willing to assist the Head Teacher or Leadership Team as required. To manage their diaries, handle administrative and organisational issues as appropriate. ● Update general office procedures to reflect current practice and embrace new technologies. ● 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. ● Support with school communications - e.g. Newsletter, Parent Communication, social media. ● Answer telephone, filter calls and e-mails, to take messages and make sure they are delivered in a timely fashion. ● Deal with first aid (Including ensuring sufficient first aid supplies). ● 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. ● Filing, reprographics and resource preparation. ● Maintain the reception area including updating of noticeboards and literature. ● Receive and check deliveries. ● Assist the Finance and Administrative staff as required. ● Assist with school uniform enquiries and sales. ● Administer medication to children. ● Manage, redistribute and dispose of lost property. 			

- To participate in the school's appraisal process.

Admissions

- Prepare starter packs for all new families and enter all family information on to school database.
- 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 PSF Financials.
- 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.

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.

Collaborative Working

GLF Schools promotes a cross-cluster collaborative approach, allowing colleagues to share expertise and experience, ensuring all children in our schools receive an excellent education and reach their potential. Through this cluster model, GLF Schools is committed to providing opportunities for professional development and career progression.

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.