

GLF Schools - Job Description

Job Title:	Office Assistant (part time)	Job Reference:	FMPOAPT
Location:	FMP	Travel Required:	No
Cluster:	2		
Core Purpose			
<ul style="list-style-type: none"> ● To provide efficient and effective administrative 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. ● To lead the Nursery administration for our school. 			
Key Office Responsibilities			
<ul style="list-style-type: none"> ● 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. ● Answer telephone, filter calls and e-mails, to take messages and make sure they are delivered in a timely fashion. ● Deal with first aid. ● 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. ● Use Bromcom, Parentmail and any other computer applications to perform the roles daily tasks. ● 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. ● 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. ● Supporting the midday supervisors during the lunch break if necessary. 			
Nursery Administration			
<ul style="list-style-type: none"> ● Report to the Schools leadership team on any current nursery vacancies ● Ownership of the Nursery email inbox ● Ensure places are filled in a timely manner through effective marketing and good communication with perspective parents ● Update the nursery pages on the school website ● Responsible for the allocation of Nursery places, ensuring MIS (Management Information System) and school spreadsheets are up to date and ensuring staff ratios are adhered to, when offering spaces ● Responsible for the invoicing of Nursery fees for children that are not eligible for funding ● Responsible for registering all funded children included FEET (Funded Early Education for Two), Working Parent Entitlement and EYPP (Early Years Pupil Premium) ● Follow Local Authority checking processes for eligible funding entitlements and code checking ● Ensure all Local Authority Declaration Forms are completed and kept up to date ● Keep up to date with and understand the Local Authority Early Years funding processes 			

Other
<ul style="list-style-type: none"> ● 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
<ul style="list-style-type: none"> ● 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.
Collaborative Working
<p>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.</p>
Safeguarding
<p>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.</p>