

GLF Schools - Job Description

Job Title	Trust Administrator	Job Reference	
Location	GLF Schools' Head Office, The Beacon School	Travel required	No
Core purpose			
To provide proactive administrative support to GLF Schools' Executive Team and to oversee the smooth running of Head Office.			
Key Accountabilities			
Administrative support			
<ul style="list-style-type: none"> • Responsible for answering the phone, and taking messages or transferring calls as required • Monitor GLF Schools' email inbox & forward/respond to emails as appropriate • Raise Purchase Orders as required on behalf of Function Leads and 'Goods Receiving' where needed • Scan and forward all hard copy invoices to Finance teams as appropriate • Manage email distribution lists • Place credit card orders when required • Arrange hotel bookings when required • Arrange travel when required • Arrange collections and (electronic) cards for colleagues when required • Assist colleagues desk booking using Sign In App or booking meeting rooms • Arrange meetings when required, co-ordinating diaries and venue availability • Manage subscription renewals • Support with event organisation • Assist with the upkeep of the GLF Schools' website and support schools with website compliance • Upkeep of Term Dates spreadsheet for schools including INSET days • Updating information/pages on Sharepoint • Assisting with general administrative tasks as directed 			
Office management			
<ul style="list-style-type: none"> • Manage incoming and outgoing post at Head Office • Maintain stationery and hospitality supplies for Head Office • Ensure smooth running of Head Office, including responsibility of photocopiers and collection of confidential waste, and liaising with the premises team as required • Manage kitchen appliance upkeep and annual servicing • Liaise with the school reception regarding visitors to Head Office • Oversee the office space and meeting rooms, ensuring a professional, welcoming environment at all times • Designated Fire Marshall • Manage staff parking permit allocation 			
Other			
<ul style="list-style-type: none"> • To adhere to the ethos and to promote the agreed vision of GLF Schools • To set an example of personal integrity and professionalism • To maintain complete confidentiality 			

Accountability

Reporting to the Executive Officer

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, sex, transgender, age, disability, sexual orientation or religion.