

GLF Schools - Job Description

Job Title:	Office Assistant	Job Reference:	
Location:	Aureus Primary School	Travel Required:	
Cluster:			
Core Purpose			
<ul style="list-style-type: none"> To provide an efficient and effective administrative and finance 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. 			
Key accountabilities			
<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 (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. Use Bromcom, My Child at School, 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. Filing as appropriate Maintain the reception area including updating of noticeboards and literature. Be willing to assist the Head Teacher or Leadership Team as required. Receive and check deliveries. Assist the Finance and Administrative staff as required. Administer medication to children. Manage, redistribute and dispose of lost property. To participate in the school's appraisal process. Supporting during the lunch break when applicable Ensure an appropriate 'stock' of office based forms are always made available. 			
Admissions			
<ul style="list-style-type: none"> Update BROMCOM 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 			
Finance			
<ul style="list-style-type: none"> Update of attendance on MCAS to provide data to the kitchen staff for the purposes of school meals management. Work with staff to ensure that orders are kept up to date and entered as a Purchase Order on Sage. 			

- Ensure that deliveries are checked off on delivery notes, filed and then attached to invoices.

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

- Office Manager, Natalie Rush
- 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.