



RIVERLEY
PRIMARY

CONTRACT: 46.6 weeks, 36 hours per week

REPORTING TO: Operations Team, Senior Leadership Team

Office Manager: To be responsible for the provision of a comprehensive administrative support service and management of office staff

MAIN DUTIES

1. Responsible for running a successful School Admin Team for pupils, parents, staff and visitors
2. To line manage, train and develop administrative staff as appropriate
3. To organise school events, school photographer etc.
4. To ensure all visitors receive a warm and professional welcome and in accordance with safeguarding procedures. To provide hospitality as required
5. To manage SIMS, Target Tracker, SchoolComms, FSM Portals and other relevant software
6. To provide advice and guidance to staff on administrative issues
7. To prepare communications to parents (including letters, newsletters etc)
8. To provide first hand administrative support to the Senior Leadership Team and the Operations Team
9. Manage the school communication software and ensure that dinner money and extended school payments are collected in a timely manner
10. Manage School Census and School Workforce Census
11. Maintain and update all school databases
12. Liaise with external agencies
13. Clerk to East London Governing Board for Griffin Schools Trust Head Office
14. Processing incoming and outgoing calls, dealing with queries quickly and efficiently
15. Inputting confidential student data onto databases, ensuring data protection is adhered to at all times
16. Oversea school admissions and attendance
17. Contribute to the overall ethos/work/aims of the school
18. To be flexible and work according to needs which may involve assisting other areas which are commensurate with the grading of the post
19. To provide any other general administrative services needed by the Senior Leadership Team and the Operations Team
20. To be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy



GRIFFIN
SCHOOLS
TRUST

Riverley Primary School, Park Road, Leyton, London, E10 7BZ
T: 020 8539 4535 F: 020 8558 1358E: office@riverley.waltham.sch.uk
W: <http://www.riverley-gst.org/> **Twitter** @RiverleyPrimary

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The Griffin Schools Trust is an equal opportunities employer committed to safeguarding our students and working in partnership with our local communities. We treat people equally regardless of gender, race, disability or sexual orientation and are committed to meet the requirements of the Equalities Act and other relevant legislation.

Person Specification

	Essential	Desirable
Skills and Abilities	<p>Excellent time keeping an able to prioritise to meet tight deadlines</p> <p>Able to handle emergency situations keeping calm under pressure</p> <p>Excellent interpersonal and communication skills</p> <p>An understanding, commitment and enthusiasm for education</p> <p>A commitment to continued professional development</p> <p>Computer competent – ability to produce a range of documents and reports, including non-standard reports, using Windows package, email correspondence</p> <p>Ability to take accurate notes of meetings</p> <p>Ability to take a proactive approach to tracking action points from meetings and correspondence, in liaison with the managers concerned</p> <p>Co-ordination skills when arranging meetings and appointments</p> <p>Commitment to equalities and the promotion of</p>	<p>Experience working in an office environment</p> <p>Experience of working with young people and their families</p> <p>Able to use SIMS.net and other database functions</p>



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	<p>diversity in all aspects of working</p> <p>Ability to work effectively and supportively as a member of the school team</p> <p>Ability to manage teams</p>	
Qualifications	<p>Minimum of GCSE/O'levels A-C including English Language and Maths</p> <p>Excellent ICT skills</p>	



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