Text

Description automatically generated with low confidence

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Description**  **Our school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.** | | | | |
| **Post title:**  **Hours of work:**  **Remuneration:**  **Responsible to:** | | **School Secretary**  Full-Time (All Year Round) 8.30am to 5.00 pm Monday to Friday  Commensurate with experience  Head Teacher | | |
| **Main Purpose of the Role** | | * To be responsible for confidential secretarial, administration and clerical duties relating to all aspects of the school, including management of Headteachers diary, correspondence, record keeping, minute taking and organising meetings plus school events * Ensuring that the Headteacher is fully supported in all aspects of their work including confidential matters. * To be responsible for the reception duties and administration * To be responsible for all confidential secretarial, administration and clerical duties required by Head teacher, school staff including SLT * To ensure that staff, parents, pupils, visitors and third parties receive a personalised and professional service * Work as part of the Administration Team * Assisting with the school’s finance processes, * Send out termly bills and associated record keeping * Maintaining the CRM system, ensuring all information is up to date. * Generating invoices for parents. * Adding invoices to Xero. * Dealing with queries regarding invoices with suppliers. | | |
| **Main Responsibilities** | | **Operational & Administrative**   * Establish and maintain good relationships with all students, parents/carers, colleagues, suppliers, contractors and other professionals. * Provide efficient administration and secretarial assistance to the Headteacher. * Manage the Headteacher’s diary and time including booking appointments, acting as the ‘gatekeeper’, receiving visitors, providing preparatory support for meetings and events when necessary. * Open, sort and distribute Headteacher’s mail including electronic mail, advising on any urgent matters. * Organise meetings, conferences and events (internal and external) on behalf of the Headteacher, including refreshments and taking minutes as required. * Maintain accurate records of senior leadership team (SLT) and staff meetings, distributing agendas, minutes and other relevant documentation as required. * Liaise as required with governors, staff (teaching and support), students and parents/carers on behalf of the Headteacher. * Liaise with professional bodies, outside agencies, other schools and organisations etc., and attend to queries as required by the Headteacher. * Assist in investigations and casework, for example disciplinary, as required by the Headteacher. * On behalf of the Headteacher, liaise with outside agencies on ad hoc projects. * Act as the point of contact in relation to any complaints received, referring matters to appropriate members of staff when required. * Assist in the setting up and maintaining of archive files and historical data. * Contribute to the evaluation and development of administrative systems and procedures. * Report technical faults relating to the school system(s) and equipment to the IT Helpdesk to ensure that they are efficiently resolved. * Ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines. * Undertake responsibility for all necessary administration relating to areas within her/his remit. * Ensure that all manual and computerised records and filing systems relating to all areas within her/his remit are maintained as required. * Process, input, extract and analyse information from the school’s system(s). * Ensure compliance with data protection regulations. * Deal with correspondence promptly and as required.   **HR**   * Oversee arrangements for the induction of all new staff as required in liaison with the SLT. * Maintain both physical and electronic staff records. * Take the lead in overseeing compliance of staff files in relation to the Single Central Record and ISI requirements * Co-ordinate the collection of documentation relating to DBS checks.   **General**   * Attend school events as required (Open Mornings etc.) * Participate in school emergencies as required, including co-ordinating arrangements, locating students and staff, providing contact details and completing necessary documentation. * Attend training sessions and meetings as required. * Support the Headteacher in advising the governing board and its committees as appropriate. * Seek, consider, and act upon professional support and advice as required. | | |
| **Other General Responsibilities** | | * To maintain a high degree of confidentiality and respond positively with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken * Liaise with whole school staff to order school supplies as necessary * To act as point of contact for visitors to the school ensuring all visitors sign in and out of the building and wear their ‘Visitor’ badge at all times * Filing and archiving as required * Answer incoming calls and ensure they are referred to staff as appropriate * Operate as a flexible member of the Non-Teaching staff, providing administrative support as necessary to facilitate a ‘One Team’ approach * To operate office equipment e.g. computers, copiers and phones * To use Microsoft packages as required to produce correspondence, spreadsheets and reports * To be aware of and comply with policies and procedures relating to safeguarding, health and safety, confidentiality and data protection, reporting any concerns to an appropriate person and keeping these up to date * Provide a high standard of customer care to all users of the school * To be aware of and support diversity and equal opportunities for all, appreciating and supporting the role of other professionals * To contribute to the overall ethos, work and aims of the school * To attend and assist with open days and school events as required * Fully and positively participate in the school’s appraisal system in order to develop and enhance personal and school performance * To undertake all other duties commensurate with the level of the post as required, ensuring the efficient and effective running of the school. * To attend and participate in meetings as required * To participate in training and other learning activities * Take minutes of Health & Safety Committee meetings * Undertake Safer Recruitment Training * You may be required to travel to and work at various locations and sites as determined by the needs of the business | | |
| **Person Specification**  **Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.** | | | | |
|  | **Essential** | | **Desirable** | **Method of  assessment** |
| **Qualifications:** | * GCSEs A\* - C in Maths and English | | * Bachelor’s degree | Production of the  Applicant’s certificates |
| **Experience:** | * Has worked within a busy office environment. * Taking minutes and attending meetings. * Working with confidential information. | | * Has worked within a school environment. * Has been a school secretary previously. | CV  Interview  Professional references |
| **Skills:** | * Excellent interpersonal skills with excellent written and verbal communicator. * Competent user of ICT systems (such as Word/Excel/Outlook) * Build successful and appropriate relationships with pupils, staff, parents, and the wider community. * The ability to work unsupervised and to prioritise work during peaks of commitment * Excellent proof-reading skills | |  | CV  Interview  Professional references |
| **Knowledge:** | * Knowledge of effective administrative processes and systems. * Excellent IT skills – including intermediate or advanced level in Microsoft Word, Excel, Publisher and Powerpoint | | * Recent professional development. * Understanding of Health and Safety requirements. * Understanding of the importance and implementation of safeguarding procedures. * Knowledge of ParentMail and SchoolMoney desired but not essential as training may be provided | Contents of the Application Form  Interview  Professional references |
| **Personal competencies and qualities:** | * Professional and efficient. * Honest and reliable. * Hard working. * Motivational and inspirational. * Confidence, commitment, and integrity. | |  | Contents of the Application Form  Interview  Professional references |