



JOB DESCRIPTION FOR SCHOOL SECRETARY

Responsible to: Office Manager, Headteacher and the Governing Body of the School

Purpose of Job: To provide secretarial and administrative support to the Office Manager, Headteacher and other staff.

To be an ambassador for the school when meeting parents and other visitors and to act as a point of reference when people arrive.

Areas of Key Accountability:

Secretarial and Administration:

Under the direction of the Office Manager, the School Secretary will be responsible for:-

- preparing, typing, producing, copying and distributing letters and emails of a high standard of accuracy, in a timely manner.
- attending and participating in relevant meetings, taking minutes as required.
- providing typing support for simple and complex documents, including the School Improvement Plan etc.
- producing 'mail merged' documents as required.
- sorting and distributing incoming mail and ensuring outgoing mail is franked/stamped and posted daily
- creating, producing, copying and distributing weekly bulletins of a high standard of accuracy, in a timely manner.
- proof reading monthly newsletter and distribution of same.
- providing full efficient and professional administration support including photocopying, filing etc.
- following general office procedures and embracing new technologies
- arranging appointments and maintaining online diary, booking rooms etc.
- assisting colleagues with specific tasks as and when required
- maintaining and updating filing and record systems, both computerised and manual such as changing of telephone numbers and/or addresses.
- maintaining pupil records and completing returns to the LA, DfE and others, as appropriate
- administering school's admissions procedures, collating applications, ensuring the criteria is being applied consistently, and issuing decision letters.
- inputting data to Pupil Asset re new admissions for Reception classes and IYCA and ensuring files are set up or obtaining from previous schools
- Inputting data to Pupil Asset re leavers and forwarding files to new schools and recording actions taken
- booking coaches and venues for Educational Visits eg Year 6 and Year 4 residential visits
- keeping up to date milk lists for pupils passing on relevant information to teaching staff

Reception:

- Be a point of contact for parents and other visitors in a welcoming manner, ensuring signing in procedures are followed (specifically DBS's) and that all visitors, parents and pupils are directed to the appropriate person/location.
- To maintain a tidy, informative and up to date reception area.
- Undertaken reception duties, promptly answering telephone calls and face to face enquiries in a friendly and professional manner.
- Filter telephone calls to give and obtain information as required, and resolve queries.

Resources:

- Operate relevant equipment and computing software eg Pupil Asset, Entrance System, MS Word, Excel, Publisher, Powerpoint, Explorer, Google Chrome etc.

General

- 'Model' excellent professional relationships with children, parents and colleagues in the school
- Arrive punctually, be prepared for each school day, and maintain regular attendance
- Work with courtesy, tact and diplomacy in dealing with others, and the ability to work on your own initiative and co-operatively as part of a team.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Carry out all duties with regard to the school's policies and codes of conduct
- Participate in training and other learning activities as required
- Ensure that output and quality of work is of a high standard and complies with current legislation / standards
- Deliver and collect errands to all classes around the school as required.
- Have a flexible 'can do' approach to all aspects of work.

Support for Pupils:

- Care for pupils in the event of illness or accident, liaising with appropriate staff (refer to Schools Medication Policy) Contact parents if required.
- Administer medicines to pupils in line with the Medication Policy.
- As required, deal with pupil's who attend the Medical Room for minor injuries, eg grazes, small cuts and bumps, referring to 3 day First Aiders as necessary

Other:

- To undertake other duties appropriate to the post that may reasonably be required.

The post holder is expected to undertake all duties in a professional and efficient manner, contributing to the overall ethos/work/aims of the school. The job holder is responsible for:

- Regularly reviewing your own practice, setting personal targets and personal development
- Working on your own initiative, as well as being a team player
- Encouraging and accepting feedback from your colleagues and line manager and responding to, or adapt to, change as required.
- Taking an active part in the Performance Management process with your line manager, sharing your success stories as well as your challenges
- Modelling high professional standards and be a responsible, flexible and effective member of staff

Job Holder's signature: Date:

Line Manager's signature: Date: