



## **Ripplevale School School Secretary Job Description**

**Name of Post Holder:**

**Post Title:** **School Secretary**

**Post Purpose:** To provide secretarial and administrative support to the SLT and admin team and clerical support for staff when required. Maintain agreed standards of accuracy, timeliness and confidentiality of all work.

**Reporting to:** SLT and Senior Administrator

**Responsible for:** None

**Liaising with:** SLT, Senior Administrator, Caretaker, and Education Staff

**Working Time:** 8.00 am to 4.00 pm Monday to Friday Term Time + two weeks, plus 70 Inset / Twilight hours

**Disclosure level:** Enhanced

### **Summary of main duties/tasks of post**

- To provide secretarial support as required by the Senior Leadership Team and Senior Administrator
- To be responsible for administration appropriate to a school office.
- To be responsible for petty cash for the lower school.
- To deal with incoming and outgoing post.
- To answer incoming calls in a speedy and friendly manner; greet all visitors and ensure they are introduced to the right person(s) as quickly as possible.
- To monitor/administer new pupil procedures in conjunction with the Wellbeing Manager and SLT
- To maintain all paper and electronic filing systems in an accurate and tidy fashion
- To be responsible for the photocopier and resources for the Office and to place orders for primary education as directed

- To assist with inputting data into various systems as instructed
- Organise refreshments for meetings when requested
- To be responsible for the timely distribution of documentation that needs to be sent to the Ripple site.
- To maintain school registers and records in accordance with statutory requirements.
- To undertake safe handling of medication in school time and administer medication to students as and when required.
- To undertake first aid training in school time and be a school first aider.
- Keeping records in accordance with the school's record retention schedule and UKGDPR, ensuring information security and confidentiality always
- To work in accordance with the school's agreed policies and procedures as contained in the school procedures and policies
- To ensure that all activities are carried out in accordance with Equal Opportunities legislation and the school's Equal Opportunities Policy.
- To undertake your personal Health and Safety responsibilities within the HASAWA 1974.
- Undertaking other administrative tasks, as required, to ensure the smooth running of the school administration team and help provide cover for other administrative tasks, in the absence of other team members which will be commensurate with the level of the post.
- To assist in cover in other areas of school day-to-day life as required and directed such as lunch and playground supervision.
- To be responsible for keeping the office and reception areas clean and tidy and make sure the space is warm and welcoming for visitors.

## **Staffing**

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in any relevant areas.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.
- To attend support and whole staff meetings as required.

## **Safeguarding**

- To make yourself aware of all relevant school policies and ensure that you abide by Ripplevale School's Child Protection Policy which contains the names and points of contact for all relevant agencies.
- To participate in all Safeguarding/Child Protection training required by the school.

- To immediately report any incidents of a child protection nature to the school's Designated Safeguard Lead, the CEO/Headteacher and/or the Directors.
- NB Failure by a member of staff to report actual or suspected physical, sexual or emotional abuse or neglect of a pupil is a disciplinary offence and in certain circumstances could be a criminal offence.

### **Quality Assurance**

- To help to implement school quality procedures and to adhere to those.

### **Communication and Liaison**

- To communicate effectively with the parents of students as appropriate.
- To communicate effectively with colleagues as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To take part in liaison activities such as reviews, open day parent's evening.

### **Management of resources**

- To contribute to the process of ordering and allocation of equipment and materials, where appropriate.
- To assist the Senior Administrator to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the pupils.

### **School ethos**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To promote actively the school's corporate policies.
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.
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### **General duties**

- To undertake the professional duties of a member of Ripplevale School staff team.
- To work in accordance with the school's agreed policies and procedures as contained in the school handbook.
- To ensure that all activities are carried out in accordance with Equal Opportunities legislation and the school's Equal Opportunities Policy.

- To undertake your personal Health and Safety responsibilities within the HASAWA 1974.
- To undertake any other duties that are reasonably assigned to you commensurate with the level of the post.

**The above outlines the main duties and responsibilities of the post but may not identify each individual task to be undertaken.**

### **Signatures:**

- The school will undertake to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for an employee who develops a disabling condition.
- This job description is current at the date below but will be reviewed on an annual basis (or as need arises) and following consultation with you may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed	Name	Designation	Date
		Headteacher	
		School Secretary	