‘From Ducklings to Swans:

Soaring to Success.’



**Sholden Church of England Primary School**

**Job Description – School Secretary KR5**

Full Time 8.00am-4:00pm 37.5 hours per week (30mins unpaid lunchbreak) Term Time Only

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| **Job Purpose** |
| To maintain the efficient running of the school office, provide an administrative service to the Headteacher and staff and assist pupils and parents with any problems they might have. |

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| **Designation of post within management structure** |
| Responsible to the Headteacher |

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| **Main Duties and Responsibilities** |
| **General*** To provide a secretarial and administrative service to the Headteacher and other staff, using the electronic diary, making arrangements and carrying out general office duties in order to free the Headteacher and other staff to concentrate on curricular issues.
* To provide the school with a first point of contact for all visitors/callers to the school, responding to enquiries where possible or referring to the appropriate member of staff as required and following safeguarding protocols.
* To provide typing/word processing skills for the production of letters/reports as required, displaying a high level of Literacy skills.
* To provide general office skills including photocopying, filing, receipt/distribution of post; also to receive and pass on messages accurately as required in a timely manner.
* To develop and oversee a whole school online calendar and allocation of rooms for meetings and support work.
* Assist in the maintaining of attendance records, running attendance reports, monitoring attendance, inputting data as required and making calls to ascertain information and inform parents.
* To maintain the School’s Information Management System ‘Pupil Asset’ database and keep system up to date with upgrades (new admissions and leavers) as well as changes to FSM, PP, SEN etc.
* First Aid to pupils and contacting parents, if necessary, to arrange collection.
* To collate numbers of pupils requiring meals, process paperwork for free school meals and put in orders to ensure that all pupils requiring school meals receive them.
* Check off goods against delivery notes and collections, matching against invoices.
* Ensure purchase order, invoices, credit card etc are authorised by the Headteacher and scanned and emailed to CST in a timely manner
* To arrange supply cover when instructed by the Headteacher and process the relevant paperwork.
* Process End of Year Procedures on Pupil Asset including Transition documents, End of Year Statutory Testing Reports, Attendance and Reports.
* Parent evening’s systems etc – ensure running smoothly and up to date.
* To contribute to the overall aims and targets of the school, support the roles of other members of staff and attend relevant meetings as required.
* To comply with policies and procedures relating to safeguarding, health and safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
* To be aware of and take part in the school’s annual appraisal cycle and participate in training and development activities as required.
* Liaise with ICT services to ensure smooth running of IT equipment and facilities.
* Support parents regarding the online ordering of school uniform.
* Other minor and/or non-recurring duties, appropriate to the post, as may be directed.

 ***Specific**** Carry out DBS checks for volunteers and Governors and maintain and update Single Central Register (SCR).
* To carry out the school pupil census, 3 x a year and comply with all the requirements.
* Ensure staff absences are authorised by the Headteacher and effectively recorded and paperwork scanned and emailed to CST e.g. training, sickness, annual leave, etc in the required timeframe.
* Ensure staff overtime, contract changes etc is authorised by the Headteacher and paperwork is scanned and emailed to CTS in the required timeframe.
* Process new intake for September admissions including the ranking process.
* Process transition paperwork during the Secondary Transfer process
* To prepare administrative documents to support the interview and recruitment process alongside the CST
* To monitor Attendance and to keep up-to-date records of attendance monitoring including letters, referrals etc.
* Occasional banking money particularly in relation to school activities, trips etc.
* Oversee school’s educational trips and visits including the EVOLVE risk Management Portal.
* To update the website on a regular basis by communicating with the teaching staff and ensure all statutory requirements are met including policy updates.
* To design, update and produce school publications such as the school prospectus and newsletters to ensure that information is conveyed in a clear way that enhances the image of the school.
* To ensure the smooth running of the Librarian system alongside the School Staff Librarian.
* Maintain appropriate stock for administrative purposes, including maintenance of photocopier.
* Oversee and manage Parent Mail and Parents Evening (via Parent Mail) or alternative communication systems.
* Update Ellis Whittam and other Health & Safety platforms.
* Liaise with caretaker to ensure Health & Safety/Premises issues are acted upon eg booking repairs and services.
* Update GDPR software
* Arrange staff training and update training records for staff including safeguarding.

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| **Person Speciation** |  |
| Criteria | Qualities |
| Qualifications | * Good GCSE levels in English and Maths
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| Experience | * Working in an office environment.
* Developing, managing and operating clerical/administrative and organisational systems.
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| Skills & Knowledge | * Excellent attention to detail.
* Excellent literacy/numeracy skills.
* Competent use of IT packages including word processing, and school MIS systems.
* Ability to use relevant office equipment effectively.
* Ability to plan, organise and prioritise.
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| Personal Qualities | * Has a good sense of humour and can smile in adversity.
* Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school.
* Ability to work under pressure and prioritise effectively.
* Commitment to maintaining confidentiality at all times.
* Commitment to safeguarding and equality.
* Embraces change well.
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