

Job Description: School Secretary

Reporting To:	School Secretary
Grade:	Kent Range 3
Responsible To:	The Headteacher, Senior Leadership Team & Business Manager

Purpose:

The School Secretary is often the first and most frequent point of contact for parents and visitors. It is imperative that they create a positive first impression, ensuring all visitors are well received and immediately given an insight into the warm and friendly ethos which lies at the heart of the school.

The duties and responsibilities of the School Secretary include (but are not limited to):-

- Meet and greet all parents, pupils and visitors to school ensuring that the experience always leaves a positive impression. Co-ordinate and issue all visitor identification to ensure compliance with School policies.
- Reception and telephone duties; Handling and directing enquiries from pupil, parents, staff, visitors and other agencies with discretion and professionalism.
- Sorting and distributing incoming post.
- Administrative management of lunches, clubs, school trips and sporting events.
- Assist in the preparation of monthly newsletters.
- Assist with the administration of parent's evenings and other information events.
- Assisting teaching staff in the management of the registration process.
- Assisting the SLT and staff with the production and distribution of parental communication documents.
- Assisting with production of service and event documents.
- Providing administrative support to the SLT and teaching staff
- Assisting with the administration of major school events.

Essential Criteria:

- Minimum GCSE English & Maths.
- Excellent communication (written and oral) skills.
- Excellent interpersonal and team work skills with the ability to enthuse and motivate others.
- Good planning and organisational skills and a flexible approach to the management of work.
- Extensive knowledge of Microsoft Office 365.
- Produce work of a high standard, with accuracy and attention to detail.
- Ability to work as part of a team and on own initiative and with resilience in a busy and sometimes demanding environment.
- Self-motivated with the ability to multi-task.
- Willing and able to adapt a flexible approach to working hours.

Desirable Criteria

- Experienced in an educational/institutional environment
- Basic knowledge of school based programmes (i.e. SIMS/Arbor) would be useful.
- Experience in a customer facing role.
- First aid at work or equivalent.