

JOB DESCRIPTION

School Secretary – Maternity Cover for 1 year

**Salary:** Grade: KS4 pro-rata

**Hours:**  37.5 hours a week, term time only

(8.00am – 4.00pm Mon to Fri. 30 mins unpaid lunchbreak)

**Responsible to:** Headteacher

**Purpose of the Job:**

The school office secretary is responsible for overseeing the daily administration of the school office. They are also responsible for all administrative and organisational processes within the school, maintaining confidentiality at all times. They assist with all the planning and development of the school Management Information Systems.

To work within and promote our School, Christian and British values, paying due attention and regard to our school policies.

**Duties and Responsibilities:**

**Organisation**

Contribute towards the planning, development and organisation of the support service systems, procedures and policies.

Organise school trips/events in cooperation with other staff.

To ensure that staff and external providers (e.g. coach companies) have completed all associated risk assessments.

Oversee attendance and liaise with staff if there are any concerns.

Responsible for the day to day housekeeping of the School website, ensuring that all required documents are uploaded and updated.

**Administration**

Manage manual and computerised record/information systems (Pupil Asset/School Money/Teachers2Parents).

Analyse and evaluate data/information and produce reports/information/data as required.

Undertake word processing and spreadsheet tasks as required.

Have experience using all office packages , in particular Word, Excel, Publisher.

Provide administrative and organisational support to staff.

Oversee and organise the management of admissions procedures in line with [KCC criteria],

maintain waiting lists and allocate spaces accordingly in line with the schools’ admissions policy.

Keep records in accordance with the school’s record retention schedule and data protection law, ensuring information security and confidentiality at all times.

Managing pupil admissions in accordance with the MAT/school admissions policy.

To liaise with destination settings regarding appropriate handover of information to the new school. Including uploading CTF’s and collecting information for buff file and sending on to new school. Administering the transfer of records to Secondary Schools, uploading CTF data, and transferring hard files for all school leavers.

Liaise with DEALT HR to supply documentation in relation to recruitment including advertising, collating documentation, medical clearance and DBS checks. Submitting overtime forms, sickness and leave forms to HR for processing.

Provide DEALT Central Services Team with purchase orders and forwarding on delivery notes and invoices in a timely manner.

Carry out DBS for volunteers and maintain Single Central Record.

Be aware and competent in carrying all requirements on the school’s data protection policy.

Input management of daily registers and follow up reasons for non-attendance with the families.

Proof read and circulate letters, newsletters and documents to families and staff.

Manage the inflow of correspondence from outside parties and ensure that they are passed onto the correct people.

Be the key point of contact for the front of house. This includes answering the phone, signing in visitors into the school, and meeting and greeting so that security and our welcoming ethos is upheld.

**Resources**

Oversee the ordering, monitoring and managing of stock, ensuring best value following the school’s purchasing processes.

Provide advice and guidance to staff, pupils and others on administration systems and events that take place in school.

Assist with marketing and promoting the school.

Manage administration procedures and maintain appropriate records to satisfy the school Census (3 x a year).

Manage office expenditure.

Assist with the organisation of premises repairs under the direction of the Caretaker.

Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available.

**Responsibilities**

Hold qualifications in First Aid At Work, Paediatric First Aid and Administering Medicines (The School will pay for these qualifications if the successful candidate does not already hold them). Ensure all medical records are kept up to date and accidents properly recorded.

Be committed to the safeguarding and promotion of the welfare of children and young people.

Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person.

Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment.

Establish constructive relationships and communication with all staff, parents and other agencies/professional.

Recognise own strengths and areas of expertise and use these to advise and support others.

Participate in training and other learning activities and performance development as required.

Ensure the office environment meets the needs of the school.

Ensure a professional and welcoming reception for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the building.

Ensure to present, at all times, a positive image to the school, to all staff, parents and visitors both internally and externally.

*Evidence that the candidates meet the essential requirements will be considered during shortlisting from the application form and any personal statement provided. At interview, candidates will be expected to answer questions regarding personal qualities and skills and other areas not highlighted in application form or statement. The interview will also explore issues relating safeguarding and promoting the welfare of children.*