**ST NICHOLAS-AT-WADE C.E. PRIMARY SCHOOL**

**Job Description - Secretary/Attendance Officer**

Hours: 24 hours per week, during term time.

**General Duties**

A School Secretary’s role is busy and varied; many tasks have to be completed at short notice. Meeting the immediate needs of pupils, parents, teaching staff and the Head Teacher means that the job is often very demanding, yet greatly appreciated by all associated with the school. There may be times when the School Secretary has to work flexible hours by arrangement with the Head Teacher. It is important to ensure that the reception area and telephone, with answer phone if necessary, are covered at all times during the school day.

The job description for the post encompasses all clerical administrative duties required by the Head Teacher concerned with the smooth running of the school.

**Clerical Duties**

* Warmly welcoming all visitors to the school, ensuring that they sign the visitor’s book on arrival and departure and that they are introduced to the relevant members of staff, or place of work.
* Ensuring that all visitors sign child protection statement and contractors sign asbestos register.
* Keeping a record of all incoming money before forwarding to the Office Manager.
* Typing letters, memos, policy and curriculum documents as required by the Head Teacher and teaching staff.
* Keeping up to date class lists for all teaching staff.
* Photocopying typed material, distribution as required, filing of master copies
* Compose letters for signature for the Head Teacher and teaching staff as required.
* Opening and distribution of all school mail.
* Post outgoing mail, keeping records of postage
* Operate telephone and take messages
* Manage text and e-mail service to parents and staff
* Check e-mails on a daily basis and deal with content as appropriate
* Maintain an up-to-date storage system for office and pupil records.
* Ensure that pupil’s annual reports, parents’ comment sheets and SATS assessment records are filed annually
* Keep a diary for the office
* Update school website calendar and post letters on website as required.
* Record staff absence in diary.
* Send out data sheets to be checked by parents annually and update where necessary.
* Keep an up-to-date record of pupils’ addresses and emergency telephone numbers readily available.
* Keep record of pupils entitled to Free School Meals for LEA and catering company.
* Keep registers for daily hot meals and liaise with catering company staff.
* Collect monies for School Meals on behalf of catering company.
* Participate in County courses for SIMS Attendance, and SIMS net.
* Operate SIMS for pupil/staff data, registers, admissions and withdrawals.

**Attendance Officer**

* Check all registers for pupil absences on a daily a.m. /p.m. basis and follow up if no reason for absence given.
* Record all attendance in daily registers and Attendance in SIMS.net.
* Record unauthorised absences.
* Enter all holidays in registers for teachers.
* Keep running total of parental withdrawal of pupils for holidays.
* Complete DfE returns on unauthorised absences and provide Head Teacher with information for pupil reports.
* Print pupil attendance reports for staff as necessary.
* Liaise with EWO and KCC regarding pupil attendance.
* Carry out all procedures concerned with the admission and withdrawal of pupils.
* New entrants: Liaising with parents and infant teachers for induction arrangements. Keep admission registers and list details for older admissions expressing an interest in attending the school. Start new folders of information for all new pupils. Ensure that records from previous schools are obtained, shown to relevant class teacher(s) and then filed.
* Pupil withdrawals**:** Carry out all necessary liaison procedures when Year 6 pupils transfer to secondary schools. When a pupil transfers to another school mid-year, ensure that up-to-date records and CTF are sent to the pupils new school. Also ensure that NHS Child Health Department is informed.

**First Aider**

* Ensure First Aid supplies are ordered when needed and First Aid cabinets up to date.
* Keep Accident Book up-to-date and record book for all medicines administered.
* In the event of pupil sickness or injury, in consultation with staff, ensure the comfort of pupils, and, when appropriate, notify parents of pupil’s state.
* Ensure records of any parental requests to administer medicines are kept and administer same as required by staff/parents.
* Ensure that appropriate record of accident is made.
* Check medication expiry dates.
* Check expiry dates of first aid certificates and book staff on training as required.

**Miscellaneous**

* Collect details for school photo orders, school trips, swimming and recording receipt of payments.
* School outings: booking venues, tickets, transport, collecting and recording payments, providing anaesthetic permission slips, first aid materials, medicines etc.
* Book school photographers, book fairs etc. and organising orders.
* School events, concerts, sports days etc., assisting Head Teacher/staff with programmes and arrangements.
* Liaise with and help PTFA.
* Liaise with external music teachers.
* Distribute any flyers to classes and ensure newsletters are displayed on boards by caretaker.