The Federation of The Downs & Northbourne



Church of England Primary Schools

JOB DESCRIPTION

School Secretary/Receptionist

(The Downs CEP)

The Federation of The Downs and Northbourne CEP School is seeking a well-organised individual with excellent written and oral communication skills to join the office at The Downs CEP School.

The role is a maternity cover, full-time (37 hours per week) term time only.

The successful candidate will

* Provide an effective and efficient clerical and welfare support to the school
* Ensure that systems are in place for the efficient day to day management of the school
* Maintain the efficient running of the school office, acting as a personal assistant to the Head Teacher and administrative service to other staff.
* Be a prime point of reference for pupils and parents if they require information or have a concern
* Assist in the admissions process through to enrolment, liaising effectively with all parties involved in admissions, and addressing enquiries.
* Assist in the process of secondary transition and any in year admissions or transfers.
* Liaise, with other school staff and others outside the school, particularly parents, professional associations and the local community, in a highly professional manner and representing the high standards of the organisation.

You will have a professional approach to work and be able to prioritise workloads to meet critical deadlines. You will be expected to manage your own workload and prioritise work appropriately.

Good personal presentation, a friendly disposition and a willingness to participate in school life are important qualities for this position.

Some HR experience and previous school experience is preferable.

**Interview process**

Deadline for applications: Thursday 5th September 2019 (noon)

Shortlisting: Friday 6th September 2019

Interviews: Week beginning 9th September TBC

If you decide to apply for this post, please complete the application form. Your supporting statement should be no longer than 2 sides of A4 and should address the selection criteria detailed in the Person Specification.

We hope you find the information in this pack useful. Should you have any further queries, please do not hesitate to contact the school office on 01304 372486 or email [secretary@thedowns.me](mailto:secretary@thedowns.me)

In April 2019, The Federation of The Downs and Northbourne CEP schools became a founding member of the Deal Education Learning Alliance Trust (DEALT) which is a MAT comprised of seven local primary schools within Deal and the surrounding villages. This unique and exciting collaboration of local schools work together to ensure the very best outcomes for all pupils and their families within our town. Whilst your administrative post will be at The Downs CEP, your contract will be with DEALT.

*The successful candidate(s) will have to meet the requirements of the person specification and will be subject to an enhanced DBS check. Only applications submitted on the Kent Teach application form will be considered. We welcome applications regardless of age, gender, ethnicity or religion.*

*The Federation of The Downs and Northbourne CEP Schools is committed to the protection and safety of its pupils. Any job offer will be subject to a satisfactory DBS check, two references and proof of qualifications.*

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Church of England Primary Schools

JOB DESCRIPTION

School Secretary/Receptionist

(The Downs CEP)

Responsible to: Head Teacher and Bursar

Grade: KR5 37 hours term time only - pro rata (£15,783)

**Purpose of Job:**

* To provide an effective and efficient clerical and welfare support to the school
* To ensure that systems are in place for the efficient day to day management of the school
* To maintain the efficient running of the school office, acting as a personal assistant to the Head Teacher and administrative service to other staff.
* To be a prime point of reference for pupils and parents if they require information or have a concern
* To assist in the admissions process through to enrolment, liaising effectively with all parties involved in admissions, and addressing enquiries.
* To assist in the process of secondary transition and any in year admissions or transfers.
* To liaise, with other school staff and others outside the school, particularly parents, professional associations and the local community, in a highly professional manner and representing the high standards of the organisation.

**Principal Accountabilities:**

Reception

* Provide a first point of contact for pupils and parents at reception to deal with any problems that arise in the first instance or refer them on to ensure that problems are dealt with effectively.
* To be a point of contact for both telephone and face to face enquiries and take messages where appropriate.
* To ensure school security arrangements are always complied with, including the issue of visitor’s badges and signing of the visitor’s book.
* To maintain staff photo board.
* To accept and sign for deliveries as appropriate.
* To provide hospitality for visitors to the school.

Admissions

* Collate and monitor applications for admissions, including new intake of pupils; provide prospective parents with information on the school; enter new intake onto SIMS, ensuring that the necessary procedures are complied with
* Complete relevant forms for pupils leaving the school; update SIMS; and send pupil’s files and records to the relevant secondary schools to ensure that procedures are complied with
* To manage the primary school admission policies to ensure compliance with LA guidelines and maintain waiting lists and allocate spaces accordingly in line with the schools’ admissions policy

Attendance

* Contacting parents when children are absent if there is no phone call (first day calling by 9.30am).
* Liaise with the midday staff and report any illnesses, issues or difficulties to their line manager.
* Monitor sickness levels of all staff and children within the school and take appropriate action to ensure that the disruptive effects of sickness/absence are minimised.
* To record the attendance and absence of all children and staff on SIMS, providing information for the SLT/ Attendance Officer/ EWO / parents.
* To ensure parents are given attendance data at regular intervals.

Welfare

* Maintain medical records/noticeboard/files and safe storage of medicines as necessary
* To be a designated first aider and take responsibility for children who are unwell during the school day.
* To administer first aid and medicine to pupils as required, in keeping with the school’s policy and order first aid supplies as necessary.
* To liaise with parents regarding pupils’ sickness/injury.
* To assist with visits from the school nurse, dentist etc.
* To assist with the general welfare of pupils.
* 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

Clerical

* Undertake a diverse range of secretarial and administrative duties for the Headteacher and other staff, acting as personal assistant to the Headteacher keeping the diary, making arrangements and carrying out general office duties in order to free the Headteacher and other staff to concentrate on curricular issues and to ensure well presented and accurate correspondence, reports and other documentation
* To regularly check emails, correspondence and appointments to ensure the Headteacher is kept informed at all times.
* To maintain the school diary and organise the timetable for the use of additional rooms etc
* Develop and maintain efficient and up to date manual and computer systems ensuring that information such as attendance records and admissions is kept confidentially and is accurate and readily available.
* Produce and distribute all letters/correspondence to parents via email and/or postal system
* Newsletters typed/checked, emailed to parents, staff and governors, uploaded onto the website and hard copies provided where necessary.
* Import and Export data from S2S and Perspective website
* To provide general clerical support as required – filing, photocopying, word processing etc
* Keep records in accordance with the school’s record retention schedule and data protection law, ensuring information security and confidentiality at all times
* To operate the School Uniform shop with the School Finance Officer.
* Liaise with teachers for trips/sports events/bike ability/swimming – producing letters, risk assessments and organise transport as necessary (including school mini bus)
* Maintain Cool Milk provision list and arrange fruit delivery for KS1

Recruitment

* To ensure all personnel data is accurate and up to date across the Federation
* Manage the administration of recruitment including advertising, collating documentation, medical clearance and DBS checks as required
* Complete Personnel and Payroll documentation to ensure that all staff are paid correctly and on time (in liaison with Finance Officer)
* To maintain the Single Central Record, and ensure that all personnel files are maintained and updated in accordance with current regulations.
* To complete all statutory LA/ DfES returns (workforce/Census etc)
* Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law

General Responsibilities

* 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
* Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available
* Contribute to the overall ethos/work/aims of the school
* Establish constructive relationships and communication with all staff 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
* To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
* Ensure that all members of the office present, at all times, a positive image to the school to all staff, parents and visitors both internally and externally
* To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
* Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy.
* The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

**Job Context:**

The post is based at The Downs CEP unless cover is required at Northbourne CEP

Contacts include: parents, teachers, support staff, Governing Body, contractors, suppliers, LEA staff, training agencies, insurance companies, supply agencies and auditors

Works within national, KCC, DEALT and Federation guidelines, policies and procedures.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head Teacher to carry out appropriate duties within the context of the job, skills and grade.

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post.

Signed…………………………………………………………..(Head Teacher) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed………………………………………………………….. (Secretary) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Federation of The Downs & Northbourne



Church of England Primary Schools

Person Specification for School Secretary/Receptionist

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| Our requirements of you | | | |
|  | **ESSENTIAL** | **DESIRABLE** | **Method of Assessment** |
| **Professional qualifications and training** | * GCSE English and Maths grade C or above (or equivalent). * Relevant qualifications in office administration | * Pediatric First Aid qualification would be an advantage. * RSA, or equivalent , in typing skills / word processing | Application form |
| **Experience** | * Working in an office environment * Organising, leading and motivating other staff * Developing, managing and operating clerical /administrative and organisational systems | * Experience of working in a school office | Application form  References  Interview/Task |
| **Knowledge and Understanding** | * Ability to produce professional, accurate and factual documents * Excellent literacy/numeracy skills * Competent use of IT packages including word processing and school MIS systems * Ability to use relevant office equipment effectively * Have good working knowledge of relevant policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality. |  | Application form  Interview/Task |
| **Characteristics and Competencies** | * Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils * Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets and reputation of the school * Ability to work under pressure and prioritise effectively * The ability to communicate clearly, accurately and effectively with a variety of people both orally and in writing. * The ability to assess and diffuse confrontational situations, listening actively and making people feel positive and included. * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality * Embraces change well * Deals with difficult situations effectively * The capacity to remain calm and cope with the unexpected. * The ability to organise, and prioritise tasks, working to deadlines and work on own initiative * Commitment, enthusiasm and a sense of humour. |  | Application form  References  Interview/Task |

(The Downs CEP)