



ST STEPHEN'S INFANT SCHOOL



“Together we shine”

Job Description

Job Description: **School Secretary**

Grade: Kent Range 4

Responsible to: HR Officer / Head of School

Purpose of the Job:

- To provide 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, providing support to the Head of School 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 process in-year admissions or transfers.
- To liaise with other school staff and stakeholders, particularly parents, professional associations and the local community, in a highly professional manner and representing the high standards of the school.

Key duties and responsibilities:

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 visitors' stickers via the InVentry sign-in system.
- To maintain the 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 information onto SIMS, ensuring that the necessary procedures are complied with.
- Complete relevant forms for pupils leaving the school; update SIMS; and send pupils' files and records to the relevant 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 school's admissions policy.

Attendance

- Contacting parents when children are absent if there is no phone call (first day calling by 9.30am).
- To record the attendance and absence of all children on SIMS, providing information for the SLT/ Attendance Officer/ EWO / parents.
- To ensure parents are given attendance data at regular intervals.



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Welfare

- Maintain medical records/noticeboard/files and safe storage of medicines 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 Head of School and other staff, providing support to the Head of School, keeping the diary, making arrangements and carrying out general office duties in order to free the Head of School 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 Head of School is kept informed at all times.
- To maintain the school diary and organise the timetable for the use of additional rooms etc. as necessary.
- 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.
- Liaise with teachers for organising trips/sports events/bike ability/swimming – producing letters, risk assessments and organise transport as necessary. To complete all statutory LA/DfE returns (e.g. Census).
- Support the HR 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/professionals.
- 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.
- Present at all times a positive image to the school to all stakeholders.
- To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.



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Job Context:

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head of School and Executive Headteacher 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 of School)

Date _____

Signed..... (School Secretary)

Date _____



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Person Specification:

	CRITERIA	
QUALIFICATIONS	GCSEs or equivalent, including at least a Grade C in English and Maths	Essential
	First Aid qualification	Desirable
EXPERIENCE	Operational experience of administrative systems within a busy office	Essential
	Operational experience of working within a school environment	Desirable
	Knowledge of a range of computer applications – including Word, Excel, PowerPoint	Essential
	Knowledge of SIMS	Desirable
	Understanding of Safeguarding	Essential
SKILLS AND ABILITIES	The ability to multi-task, to be well organised and accurate in your work to achieve deadlines	Essential
	Ability to communicate effectively and in a courteous manner, in person, over the telephone and via email	Essential
	Ability to operate computerised and manual filing systems	Essential
	Ability to deal calmly, tactfully and effectively with a range of people	Essential
	Ability to take personal responsibility for organising day to day workload	Essential
	Ability to work effectively and supportively as a member of the school team	Essential
	Able to use own initiative to solve problems	Essential
	Ability to show sensitivity and objectivity in dealing with confidential issues	Essential
KNOWLEDGE	Demonstrate a basic understanding of the work of a school	Essential
	Knowledge and experience of policies and procedures relating to safeguarding and health and safety	Desirable
	Demonstrate a good understanding of the application of school's admissions policies and process	Desirable