|  |  |  |
| --- | --- | --- |
|  | **JOB DESCRIPTION****School Secretary** |  |

|  |  |
| --- | --- |
| Grade | Kent Range 4 |
| Responsible to | School Business Manager |

|  |
| --- |
| **Core Purpose and Values** |
| * Value every individual for their unique personal worth and nurture all individuals to be the best they can be in the Light of God’s Love, encouraging them to strive for excellence in every aspect of their lives.
 |
| * Encourage every individual to be proud of who they are, of each other, their achievements and of their school.
 |
| * Ensure that each individual makes the most of the opportunities and challenges given to them.
 |
| * Provide a safe, caring, supportive environment for individuals to achieve.
 |
| * Provide efficient and robust administrative support to the Business Manager and Headteacher
 |
| * Provide administrative support for the school ensuring accurate records in line with GDPR and safeguarding regulations
 |
| * Be a pro-active and flexible team member
 |

|  |
| --- |
| **Key Duties and Responsibilities** |
| * Provide a highly efficient administrative service to the school
 |
| * Manage the school office ensuring that relationships with the school community are of the highest standards.
 |
| * Management of the schools management information system, ensuring all details are up to date to aid accurate reporting and returns as appropriate.
 |
| * Management of school trips/activities. Communicating with providers, parents and liaising with staff to ensure trips/activities are financially viable.
 |
| * School administration as necessary meeting the needs of the Headteacher and school staff.
 |
| * Administrative management of clubs/activities outside school including Parents Evenings.
 |
| * Providing accurate returns to the appropriate authorities as and when required.
 |
| * Ensure visitors to the school receive a warm welcome.
 |
| * Management of GDPR data and compliance with all policies regarding visitors to the school
 |
| * Use of Microsoft Office to produce excellent communication material
 |
| * Manage school admissions process ensuring processes are adhered to.
 |

|  |
| --- |
| **Other Responsibilities** |
| * Deliver excellent standards of customer service to the school community and others who may interact with the school
 |
| * Timely and accurate preparation of all documentation relating to the role.
 |
| * Such other duties as School Business Manager or Headteacher may time to time require.
 |

|  |
| --- |
| **Skills & Knowledge** |
| * Keyboard skills, applied with precision and speed
 |
| * Can communicate information to teachers, other staff and external suppliers in a clear and concise manner
 |
| * Literacy and numeracy skills
 |
| * Ability to produce a range of accurate documents and standardised reports, basis spreadsheet and database functions
 |
| * Ability to organise and prioritise workload to achieve deadlines
 |
| * Ability to receive and assess information over telephone and in person and refer to the appropriate person or source of information
 |
| * Ability to investigate queries and anomalies when required
 |
| * Ability to operate computerised and manual filing systems and to make improvements where necessary
 |
| * Ability to process and maintain accurate records
 |

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 therin may vary or be amended from time to time with changing the level of responsibility associated with this post.