

**Inspire Federation**

**School Secretary – based at Seal CE Primary School**

We are seeking to appoint an experienced School Secretary to join the Administration Team at Seal CEP School. This post will suit somebody with proven school office experience, who works well in a busy environment, enjoys finding solutions and who is willing to work as part of a team as well as independently. Working closely with the Administration Manager to ensure there is a smooth transfer of information with other members of staff at Seal CEP School and within the Inspire Federation.

Seal has expanded to a two form entry primary school, from Nursery to Year 6, and it is essential that the successful applicant has experience of working in a busy school office and is able to hit the ground running. The school also runs a breakfast and after school club.

You must be able to multi task, have the ability to keep calm under pressure and to meet deadlines. Experience of working in a busy school office and knowledge of SIMS (or similar) is essential; you will need excellent IT skills and good initiative, an enthusiasm for learning new skills. The successful candidate will also be flexible, adaptable, be an excellent team player and have a good sense of humour.

**Essential qualities**

* Excellent communication skills with both adults and children
* Experience of working in a school office
* Experience of SIMS / School Comms (or similar)
* Excellent IT skills
* Be adaptable and work well under pressure
* Be able to prioritise efficiently and work to deadlines
* Have the ability to deal with issues sensitively and confidentially

**General Duties**

* Provide all aspects of effective administration and secretarial support to the Head of School, SLT and staff
* Be fully aware of, and follow all school policies and procedures to ensure compliance
* Be responsible for maintaining the Single Central Register, working with the Administration Manager to ensure all aspects of safer recruitment are followed.
* Maintaining the SIMs database including managing returns, data collection
* Deal with all enquiries, received by email, telephone or in person as appropriate
* Provide a professional and friendly first point of contact for pupils, parents and visitors
* Provide First Aid to pupils, training will be given

Working hours: Monday – Friday 8am to 4pm, term time, plus two weeks, based on KR5 - pro rata, according to experience. For those with extensive, relevant school experience a KR6 would be considered.

For more information about the post please contact our Administration Manager, Mrs Wade, email: fwade@inspirefederation.co.uk

Closing date for applications: noon, Wednesday 17 March 2021

Interviews: TBC

This school and all its personnel are committed to safeguarding and promoting the welfare of children and young persons. The post is subject to a DBS check and the Immigration, Asylum and Nationality Act 2006. Additionally, all appointments will be subject to the receipt of satisfactory references.