**SANDWICH JUNIOR SCHOOL**

**JOB DESCRIPTION - SECRETARY**

Responsible to: Office Manager/Head teacher

Salary: Kent Range 4

Hours: 29 hours a week (term-time only)

M, W, Th, F – 10.00 am – 4.00 pm

Tues 08.30 am – 4.00 pm

30 minutes lunchbreak

General Duties:

To assist in the school office, being directly responsible to the Office Manager and the Head teacher.

Specific Duties:

* Fully carry out procedures admitting pupils to the school and for those leaving the school both in SIMS and manual records
* To be responsible for maintaining the School Information System (SIMS) with regard to pupil information and entering attendance. Collation and input of annual data collection sheets
* Maintain and produce class registers, medical sheets etc.
* Liaise with SENCO regarding attendance. Produce data/reports for governors, letters regarding attendance
* Prepare school census.
* Full administration of the school website including upload of photos, information, policies etc. Ensure website always up to date with correct information for parents and public and meets DfE requirements
* Assessment data input
* All administration for after school clubs
* Administration and collating information for pupil interim and main reports
* Maintain GDPRiS platform in conjunction with the Office Manager
* Organise Bikeability Y6 and all correspondence for school trips
* Organise school photos
* Liaise with NHS school nurses with regard immunisation programmes, height and weight and pupil details new/leavers
* Produce newsletter
* General administration, correspondence and reports. Ensure records retention schedule followed
* Reception duties including dealing with visitors, staff, pupils, and answering the phone.
* Administer and maintain first aid records including reporting to KCC when required
* Filing, shredding and photocopying.