**Job Description**

**School Secretary**

Kent Range 4 / 5

Part Time 25 hours per week term time plus staff development days

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| **JOB PURPOSE** |
| The school office secretary is responsible for overseeing the daily administration of the school office. They are also responsible for all administrative and organisational processes within the school, maintaining confidentiality at all times. They assist with all the planning and development of MIS. |

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| **Designation of post within management structure** |
| Responsible to the Head teacher |

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| **Main Duties and Responsibilities**  **Organisation**   * Contribute towards the planning, development and organisation of the support service systems, procedures and policies. * Manage, supervise, train and develop administrative staff as appropriate. * Assist in the organisation of school trips/events in cooperation with other staff. * To ensure that staff and external providers (e.g. coach companies) have completed all associated risk assessments. * Oversee attendance and liaise with SLT if there are any concerns in line with Attendance officer protocols. * Responsible for the day to day management of the School website, ensuring that all legally required documents are updated. * **Administration** * Manage manual and computerised record/information systems (SIMS/Parent Mail). * Analyse and evaluate data/information and produce reports/information/data as required. * Undertake word processing and spreadsheet tasks as required. * Have experience using all office packages , in particular Word, Excel, Publisher.   Provide personal, administrative and organisational support to other staff.   * Oversee and organise the management of admissions procedures in line with [KCC criteria],   maintain waiting lists and allocate spaces accordingly in line with the schools’ admissions policy.   * Keep records in accordance with the school’s record retention schedule and data protection law, ensuring information security and confidentiality at all times. * Manage the induction process for new children. * Liaise with DEALT HR to supply documentation in relation to recruitment including advertising, collating documentation, medical clearance and DBS checks. * Carry out DBS for volunteers and maintain SCR. * Be aware and competent in carrying all requirements on the school’s data protection policy. * Input management of daily registers and follow up reasons for non-attendance with the families. * Proof read and circulate letters, newsletters and documents to parent families. * Manage the reporting admin for the SATS / testing process, including liaising with local secondary schools where necessary. * Manage the inflow of correspondence from outside parties and ensure that they are passed onto the correct people. * Be part of the front of house hospitality service team. This includes answering the phone, signing in visitors into the school, and meeting and greeting so that security and Christian hospitality is upheld.   **Resources**  Oversee the ordering, monitoring and managing of stock, ensuring best value following the school’s purchasing processes.  Provide advice and guidance to staff, pupils and others on administration systems and events that take place in school.  Assist with marketing and promoting the school.  Manage administration procedures and maintain appropriate records to satisfy the school Census (3 x a year).  Manage office expenditure.  Assist with the organisation of premises repairs under the direction of the Caretaker.  Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available.  **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.  Contribute to the overall Christian ethos/work/aims and vision of the school.  Establish constructive relationships and communication with all staff, parents 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.  Develop an office team that delivers and meets the needs of the school.  Ensure that all staff create a professional and welcoming reception for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the building.  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. |

Person Speciation

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| Criteria | Qualities |
| Qualifications | * Good GCSE levels in English and Maths |
| Experience | * Working in an office environment. * Developing, managing and operating clerical/administrative and organisational systems. |
| Skills & Knowledge | * Excellent attention to detail. * Excellent literacy/numeracy skills. * Competent use of IT packages including word processing, and school MIS systems. * Ability to use relevant office equipment effectively. * Ability to plan, organise and prioritise. |
| Personal Qualities | * Commitment to promoting the Christian ethos and values of the school and getting the best outcomes for all pupils. * Has a good sense of humour and can smile in adversity. * Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school. * Ability to work under pressure and prioritise effectively. * Commitment to maintaining confidentiality at all times. * Commitment to safeguarding and equality. * Embraces change well. |

Signed…………………………………………………

Dated………………………………………………….

Headteacher:……………………………………….