Portal House School

Job Description School Secretarial Administrator

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| **School:** | **Portal House School** |
| **Grade:** | **Kent Range 6****Responsible to: Headteacher** |
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**Purpose of the Job:**

To provide administrative and organisational services to the school under the management and guidance of senior staff.

**Key duties and responsibilities:**

1. Provide administrative, and organisational services to the school

2. Liaise with pupils, parents/carers

3. Liaise with other staff and external agencies

4. Analyse and evaluate data and information and run reports

5. Undertake word-processing and IT based tasks including operation of relevant

 equipment and advanced ICT packages

6. Organise meetings and take notes

7. Process forms, returns, etc., including those to outside agencies

8. Contribute to the planning and development of administrative procedures and systems.

9. Produce, and respond to correspondence

1. Respond to reception and visitor enquiries

2. Organise arrangements for school visits and events

3. Monitor pupil and staff attendance and run reports

4. Undertake personnel administration, such as DBS checks

5. Monitor and manage a limited range of stock within an agreed budget

6. Assist with producing marketing and promotion material for the school

7. Process, maintain and monitor financial records relating to expenditure and income

 of uniform.