



Job Description – School Secretary and Trip Administration

Responsible to	Headteacher's PA
Pay scale	Pay range 3 (38 weeks £13,347-£14,426 actual)
Terms and Conditions	28 hours per week - term time contract, in addition A level Results Day and/or GCSE Results Day (both August) and Open Evening events. 5 days per week (some flexibility may be possible with hours)

Purpose of job

- To provide whole school administrative support in a wide range of areas
- To work closely with, and provide support for, the Assistant Head in regard to school trip provision for all years
- To support the general running of the school on a daily basis and Receptionist duties as required

Main duties and responsibilities

Whole School Administrative Support; predominantly for Heads of Year 7, 8, and 9 and all associated school events

- To oversee all day-to-day administration relating to general school queries, including working with the Heads of Year
- Event support of Parents' Evenings for Years 7, 8, and 9
- Event support of Open Morning / Evening events involving working with key members of staff and the PA across the school to arrange set up for events, refreshments, staffing, rooming, itineraries and prizes
- To communicate and work with staff across the school on key documents
- To develop further systems and processes for effective school administration
- To maintain appropriate files for all communication to parents (electronic and paper)

Trips

- To support the Assistant Head with a wide-range of events and trips
- Producing and collating key documents including the trip reports for visit leaders
- Maintaining a central spreadsheet of forthcoming trips and liaising with the Cover Supervisor to facilitate staff cover planning
- Oversight and administration of trip letters
- Supporting and streamlining the "Enrichment Week" process for staff, students and parents
- Primary responsibility for Evolve, trips administration and procedures system, and liaison with Bucks County Council
- Research and booking of hotels, flights, liaising with coach and travel companies as required
- Accompanying students on educational visits on an occasional basis



SIMS

- Maintain all pupil data on SIMS, including archived data and keep student data accurately and compliant with current GDPR regulations

General responsibilities common to all staff

1. To carry out duties as may be required from time to time commensurate with the overall responsibility of the post.
2. To comply and actively promote school policies, including Behaviour for Learning, Equal Opportunities and Health and Safety.
3. Support and contribute to the School's responsibility for safeguarding students.
4. To promote positive student conduct. To confront negative student conduct and take appropriate steps to deal with it.
5. To deal with all telephone and personal enquiries efficiently, sensitively and effectively, in a way that promotes a positive image of the school and maintains confidentiality.
6. To participate in the School's performance management process.
7. To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts.
8. To undertake training and development relevant to the post.

Person Specification – School Secretary and Trip Administration

Qualifications	1. Five A* - C grades at GCSE including English and Maths, or equivalent (E)
Experience	2. Strong secretarial skills and experience, including touch typing (E) 3. Experience of using ICT to support administration including the accurate use of spreadsheets and Word (E) 4. Experience of administering database systems involving large numbers of staff and/or students or large data sets (E)



**Knowledge,
Skills and
Personal
Qualities**

5. The ability to work in a team, to be flexible to the needs of the school (E)
6. To be comfortable dealing with staff, parents and students on a daily basis (E)
7. Competent and effective user of IT, including Excel and Word and having the ability to learn to use SIMS (school database) relatively quickly (E)
8. Ability to work very accurately even when under pressure (E)
9. Ability to work under pressure and remain calm (E)
10. Abilities to be proactive, work as part of a team, to work independently and to think laterally and creatively (E)
11. Working knowledge of SIMS (D)
12. Willingness to adapt to changing needs and circumstances (E)
13. Strong written and oral communication skills and the confidence to work effectively with staff, students and parents (E)
14. Confident liaising with parents on the telephone (E)
15. Excellent organisational and administrative skills including the ability to work to deadlines and the flexibility to take on new tasks as they arise (E)
16. Commitment to staff welfare, including being understanding, supportive and able to maintain confidentiality (E)
17. Commitment to equal opportunities and the equal value of all members of the school community (E)

D = Desirable E = Essential