

## **JOB DESCRIPTION**

### **School Secretary**

#### **Promote and exemplify the School Mission:**

‘To inspire each child with a love of learning and prepare them for a fulfilling future.’

#### **Promote the School Values:**

- A warm family atmosphere
- The pursuit of excellence
- A generosity of heart
- A robust vitality

#### **1. Purpose**

To provide a warm and friendly first point of contact to visitors, parents, pupils and staff. To provide effective and efficient general administrative assistance and support for the smooth running of the Prep Office.

#### **2. Relationships (including accountability)**

- The post holder reports to the Head’s PA/Office Manager.
- The post holder works in close collaboration with the wider administrative team, in particular colleagues based in the Prep Office.
- The post holder establishes and maintains productive relationships with Governors, teaching staff, ICT, maintenance and domestic staff.
- The post holder seeks to develop harmonious and warm relationships with parents, prospective parents and pupils.
- Participate in arrangements for appraisal and professional development as appropriate.

#### **3. Duties and Responsibilities**

- Provide a warm, friendly and informative ‘front of house’ service, engaging with a wide range of request from pupils, parents, staff and visitors and offering support as appropriate.
- Provide an efficient administrative service (e.g. answering the telephone, dealing with requests, following up day-to-day issues, dealing with daily post in/out and deliveries), in a prompt, professional manner.
- To assist parents with changes in requests for Extended Day/After School Care etc. and ensure appropriate staff are informed.
- Take accurate messages and divert to the correct person, prioritising where necessary.
- Maintain key information on the School’s information management system.
- Ensure prompt and efficient delivery of daily pupil registration service.
- Produce daily pupil and staff absentee list and off games and distribute where relevant as well as maintaining a record of pupils in and out during the day.

- Periodically check daily absentee records and send out Insurance Claim Forms to parents as required.
- Ensure visitors are received as per the Visitor Policy, following procedures, issuing visitor badges and ensuring sign-in protocol, informing relevant staff of visitor arrivals.
- Produce and provide new staff with visitor photo IDs and maintain accurate records of keys and car park passes issued to staff.
- Produce half-termly a schedule of on-site holiday presence for relevant staff.
- Arrange/control coaches, minibuses for trips and sports fixtures in close liaison with the Sports Department.
- Maintain a system for recording minibus keys in/out and mobile phones, charged and for trips. Also maintaining appropriate records for invoice checking and maintain a list of minibus drivers and associated paperwork regarding points on license.
- Provide staff with administrative support where necessary and assist colleagues when required to ensure that the office runs efficiently and speedily.
- Prepare, edit and produce the weekly Newsletter to a high standard and distribute.
- Produce pupil Birthday bookmarks on a termly basis.
- Produce and copy Event Programmes as required, compile seat numbers, tickets etc.
- Monitor and order office stationery, control stamps/franking machine consumables.
- Assist staff with preparation for Educational visits as necessary including Year 5 residential annual trip.
- Provide assistance to Head's PA and Registrar in respect of events (e.g. Prospective Parent Open Mornings) through producing lists, packs, etc.
- Enter key events on ISI calendar termly. Provide key termly dates for the Newsletter.
- Update the School's communication system annually with parental consent form information.
- Update staff pigeon holes on an annual basis.
- Undertake other administrative tasks/projects, shared between and supported by other School Secretaries, as directed by Head's PA/Office Manager. Tasks may include but not limited to: Fire List upkeep, Cups & Prizes, Official School Boards, School Termly Calendar, School Photographs, new Pupil and Leavers' files, Teaching staff stationery ordering.

#### 4. **General:**

- To ensure confidentiality at all times.
- To support and uphold the School's policies.
- To cover for absent colleagues when required.
- To ensure punctuality and example in attitude, manners and dress at all times.
- Act as an ambassador for the School at all times.
- To foster the school's ethos.

#### 5. **Safeguarding Children**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out their duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to one of the School's Designated Child Protection Officers or to the Headmaster.

This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience.