



## **JOB DESCRIPTION: SENIOR SCHOOL SECRETARY (PART TIME/JOB SHARE)**

### **RESPONSIBILITIES**

To provide a comprehensive secretarial and administrative service, particularly in relation to utilising the school database. To administer first-aid and assist with reprographics in the absence of the relevant parties.

### **SPECIFIC DUTIES INCLUDE:**

- To act as the main administrator of the school contacts database: extracting reports and ad hoc data from the school database as requested, sending mailings as requested.
- Uploading details onto the school calendar.
- Administration of the parent portal.
- Answering telephone calls and responding accordingly.
- Dealing with incoming and outgoing post.
- To assist with the organisation and completion of school mailings.
- To assist with the administration of school events and functions.
- To assist with Coach Study registration and follow-up.
- To assist at the main school Open Morning in October.
- Oversee office equipment and photocopiers.
- Liaison with job-share partner to ensure all aspects of the role are addressed.
- To act as a First Aider in the absence of the School Nurse (training provided).
- To carry out pupil registration in the absence of the Receptionist.
- To deputise for the Principal's PA in the event of any evacuation procedure.

### **PERSONAL ATTRIBUTES REQUIRED:**

- Friendly and approachable with a willingness to 'muck in' as required.
- Strong organisational and administrative skills with attention to detail and the ability to prioritise competing tasks.
- Competence in the use of word processing, spreadsheets and databases and the ability to acquire quickly a knowledge and sound understanding of the WCBS-PASS school database (training provided).
- Excellent interpersonal skills including the ability to communicate effectively with a wide range of people (internal and external) in a calm, professional manner.
- Discretion and diplomacy.
- The ability to work independently while also contributing as part of a team.
- A pro-active approach to assessing and improving existing systems and procedures.

## **WORKING HOURS**

Daily hours of work are 8.00am to 5.00pm Tuesday, Wednesday and Friday and 2.30 to 5.30pm on Monday and Thursday.

The appointment is term time only plus an additional 9 days which are to be worked at the beginning and end of each term by agreement with the Office Manager.

All staff are expected to attend the main school Open Morning held in the first half of Michaelmas term for which a day of holiday is granted in lieu.

## **BENEFITS**

- Free school lunches
- Free life cover equivalent to 3 times annual salary
- Group Personal Pension Scheme – the employee is entitled to join the school's pension scheme after 3 months' employment. The employee contributes 6% and the employer contributes 13.5% of monthly pay.
- Free use of some school facilities including the indoor swimming pool

## **INTERVIEW ARRANGEMENTS**

Applicants are asked to submit a completed application form via the school ([www.olab.org.uk](http://www.olab.org.uk)) or TES website ([www.tes.com/jobs](http://www.tes.com/jobs))\* no later than midnight, **Monday 19<sup>th</sup> March 2018**. Interviews are scheduled to be held on Monday 26<sup>th</sup> March. Should you require any further information please contact the Principal's PA, Mrs Julie Braley, at [principalspa@olab.org.uk](mailto:principalspa@olab.org.uk). The successful applicant will be required to undergo an Enhanced DBS check for this post.

\*The on-line equal opportunities monitoring form is not compulsory and any information volunteered is removed from the application form.

*Our Lady's Abingdon is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*