



JOB DESCRIPTION SCHOOL SECRETARY

Administration Support:

- General administration duties including typing, filing, photocopying and archiving of files in accordance with statutory requirements.
- First point of contact for telephone, pupil, staff, parent and visitor queries.
- Managing the 'enquiries at Rydes Hill' email account.
- Provide secretarial/ administrative support to the Headmistress and Bursar.
- Support for the Admissions process as necessary, i.e. photocopying parent handbook and admissions pack.
- Preparation of After School Club Registers, Breakfast Club Registers, Class Sibling Lists, Swimming Registers and any other ad-hoc club registers.
- Maintaining the staff contact list and pupil birthday list.
- Collating and copying of medical/ dietary forms. Contact new parents before pupil start date to ensure receipt of medical forms before the pupil arrives. Collating information on to a spreadsheet and preparing the lanyards for those pupils with dietary requirements to wear in the Dining Hall.
- Proof Reading and photocopying of newsletters, calendars and performance programmes.
- Signing in of visitors on site and ensuring that they are accompanied at all times.
- Ensure the School Office and Resources Room are maintained in a neat and tidy manner.
- Monitoring of attendance records.
- Distribution of post.
- Shredding of confidential documents.
- Point of contact for first aid within the School and administration of the accident book and contacting parents when pupils are feeling unwell. Administering medicines and ensuring the School's first aid kit is correctly stocked. Preparation of the termly accident report for the Health & Safety meeting.
- Assisting teachers with the organising of educational visits.
- Laminating posters and other display notices.
- Welcoming visitors and making tea/coffee when required.
- Booking staff training courses as and when required.
- Assist with the management of the hiring of the School facilities.
- Assist with School sports day and open days.
- Ensure the School Diary and staffroom whiteboard are kept up to date.
- Assist where necessary with the organising of the staff Christmas dinner/summer meal.
- Sourcing and ordering of curriculum items, stationery and maintenance supplies.
- Ordering of flowers and gifts for staff/guests etc.
- Admin support for the Maintenance Team.
- Uploading of School menus onto the website.
- Collecting and engraving cups in preparation for prize giving.
- Ensuring the Scholars and Head Girl boards are kept up to date.
- Managing photocopier supplies and liaising with engineers. Returning used printer cartridges.

- Maintaining a handover book between the two School Secretaries.
- Ensuring Next of Kin Forms are photocopied, kept in a central file and taken out to Tennis Courts in the event of a disaster. Original forms to be kept in personnel file.
- Prepare and keep up to date, a term-time calendar of events for the School Office.
- Assist with the annual School photographs
- Prepare the pupil birthday list, gold and silver books for the weekly assemblies and display boards.
- Collate the house points and update the notice board on a weekly basis.
- Assisting form teachers with the management of parents evenings – printing letters, distribution of time slots etc.,
- Undertaking any training considered appropriate for the better performance of the job.

Maintenance of the School Management Information System (PASS) and Admissions Support:

- Updating staff, pupil & contact records on the PASS Management Information System.
- Updating of the admissions and leavers records on PASS.
- Pulling of Census data from PASS.

Any other duties which may, from time to time, be reasonably assigned by the Headmistress, Bursar or Heads PA. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will always be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the post holder's role within the School.

This post is a job share. Both School Secretaries should be aware of each other's responsibilities and work together as a team.