



WELLOW HOUSE SCHOOL
WELLOW, NEWARK, NOTTINGHAMSHIRE NG22 0EA
T: 01623 861 054
E: office@wellowhouseschool.co.uk

Job Description

Wellow House School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Post title:	School Secretary
Hours of work:	8:15am to 5:15pm
Remuneration:	Commensurate with experience
Responsible to:	Headteacher
Main Responsibilities:	<p>Reception Duties:</p> <ul style="list-style-type: none"> • To ensure the provision of a pleasant and efficient reception as first point of contact for parents and all visitors to the school. To receive visitors warmly; ensuring they sign in; offering refreshments, making these as required and clearing away afterwards • To present a positive image of the school to parents and the local community • To deal with queries and provide information and advice about the school and school activities for parent, pupils and visitors in person, by telephone and by email • To answer the telephones courteously and with sensitivity and confidence, using initiative as required and forwarding detailed messages as appropriate. • Plan, organise and maintain the Headteacher's diary, arranging appointments and meetings • To provide a full range of secretarial skills to cover work generated by the Headteacher • Liaise with the Headteacher daily regarding events and any actions that need her immediate attention • Take minutes at meetings when required • To be able to access information for the Headteacher as necessary and obtain all information required in the support of her work • To sort, distribute incoming mail and prepare outgoing mail • To receive and process permission slips, club slips, cheques, etc from parents • Oversee registration and monitor attendance levels as required • To be responsible for monitoring and ordering stationery • Communicate effectively face-to-face, by e-mail, telephone or letter, with the senior management team, teachers, staff, parents, governors



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	<p>and the Central Support team and the wider community, promoting and protecting the reputation of the school at all times</p> <ul style="list-style-type: none"> • To prepare weekly and monthly management information for Central Support <p>Admissions Duties:</p> <ul style="list-style-type: none"> • Handling enquiries; handling information and prospectus requests; tracking the progress of enquiries • Ensuring that all enquiries/records of prospective parents and pupils and registrations are entered correctly into the database • Communicating with prospective parents, such as creating personal covering letters for each enquiry; ensuring frequent and personal contact with all prospective parents • Ensuring that prospective parents and pupils immediately feel a part of Wellow House community by being included in relevant school communications and by being invited to appropriate school events • Organise and host visits to the school for prospective parents and liaise directly with staff and pupils to tailor the tours to ensure a positive experience • Assisting with the co-ordination of pupil taster days, working with the relevant teaching and support staff to ensure a successful outcome • Processing pupil registrations for entry to the school, including the collection of registration fees and deposit • Providing Form Lists that are correct and ensure that updated copies are provided to all relevant staff at the start of each term. • To work closely with the Headteacher on the planning, preparation and execution of all Open Events • To Support the marketing of the school in liaison with the Headteacher and the Central Support team • Overseeing the production and distribution of marketing materials, including brochures, leaflets and the website • Leading the Schools social media presence and managing all accounts in liaison with the Headteacher and the Central Support team. <p>School Finance Duties:</p> <ul style="list-style-type: none"> • Invoice fees termly and deal with banking as required • Manage the School Money online portal • Maintain fees ledger and aged debtors • Complete weekly bank transactions postings • Process personal expense claim forms and submit to the Central Support team • Deal with parent fee enquiries and calls from suppliers • Manage orders and purchases
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	<p>In addition the School Secretary will:</p> <ul style="list-style-type: none"> • Manage the administration of all residential and non-residential school visits • Ensure that all paperwork is updated and filed appropriately • Undertake such training as is required to qualify as a registered First Aider and to update this training as necessary • To provide First Aid to all children as necessary in a sympathetic and efficient manner, ensuring a record is logged of all incidents and the Accident book is completed for more serious injuries. To contact parents/carers where necessary for collection of a sick or injured child or to report a head injury • Check the First Aid Boxes and replenish as necessary • To undertake identity checks as and when required for both DBS and Barred List (formerly List 99) checks and to enter all information on to the Single Central Record. • Contact parents whenever necessary in relation to any need expressed by the Headteacher or staff on behalf of the pupil • Undertake the training and development which is relevant to the performance of the duties described in this document • Attend any meetings that are appropriate to the post as required by the Headteacher • Attend any formal or informal events as required by the Headteacher
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Person Specification

Wellow House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSEs A* - C in Maths and English 	<ul style="list-style-type: none"> • Administration/Secretarial qualification
Experience	<ul style="list-style-type: none"> • Has worked within a busy office environment • General administration and secretarial skills are essential 	<ul style="list-style-type: none"> • Has worked within a school environment
Skills and Abilities	<ul style="list-style-type: none"> • To take personal responsibility for organising the day-to-day workload • To work effectively and supportively as a member of school team member 	<ul style="list-style-type: none"> • Qualified to 1st Aid at Work Level • To contribute to the overall development of the school



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	<ul style="list-style-type: none"> • To be able to use your own initiative to solve problems and respond proactively to unexcepted circumstances • To show sensitivity and objectivity in dealing with confidential issues • To convey information clearly and accurately orally and in writing to a range of stakeholders • To work in an organised and methodical manner and maintain accurate records • To be able to plan, prioritise and meet deadlines • To be adaptable, co-operative and a personable team player • An ability to work as part of a management team • Flexibility to work in a diversity of tasks and attention to detail • Willingness to learn new programmes as appropriate 	
Knowledge	<ul style="list-style-type: none"> • Demonstrate a basic understanding of the day-to-day work of the school • Demonstrate a good understanding of the application of the schools' Admissions Policy • Knowledge of a range of computer applications- including Word, Excel, PowerPoint, Outlook, Sage • Demonstrate an understating of confidentiality, data protection and safeguarding legislations • Good written and oral communication skills 	<ul style="list-style-type: none"> • Recent professional development • Understanding of Health and Safety requirements • Understanding of the importance and implementation of safeguarding procedures.
ICT Skills	<ul style="list-style-type: none"> • High standard of MS Office and general ICT skills is required including Emails and Excel. • Highly proficient and skilled in a range of ICT • Good understanding of managing finance and invoicing 	<ul style="list-style-type: none"> • A good understanding of Sage accounting systems
Personal competencies and qualities	<ul style="list-style-type: none"> • Professional and efficient • Approachable • To enjoy children's company and enjoy working with them 	



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	<ul style="list-style-type: none">• Honest and reliable• Willingness to learn• Willingness to adapt• Motivational and inspirational	
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