



THE ROYAL MASONIC SCHOOL FOR GIRLS

AT RICKMANSWORTH PARK SINCE 1934

PRE-SCHOOL SECRETARY **JOB DESCRIPTION**

THE SCHOOL

RMS is a leading independent girls' day/boarding School with 940+ pupils aged 2 to 18 and over 240 teaching and support staff, situated on a 200-acre parkland site near Rickmansworth in Hertfordshire. Potential candidates are strongly encouraged to visit the school website www.royalmasonic.herts.sch.uk for more information about our thriving school, with its excellent value added results and inclusive community spirit that encourages both girls and staff to share a commitment to continued personal, professional and academic development.

THE ROLE

As part of a busy team the Secretary will require a flexible approach and the ability to act on his/her own initiative to organise and manage the Pre-School Office administration. Must be experienced in Word, Access, Excel and Outlook calendar and as the key point of contact on all administrative matters communication and interpersonal skills are essential. To represent the school to high standards, to both internal and external individuals and organisations, and build these relationships effectively.

JOB SPECIFICATION

The duties of the post holder will include but not be limited to;

- **Communication:** Responsible for enquiries and routine telephone calls, preparation of the weekly bulletin, arranging appointments for current and prospective parents, ensuring the website areas for Ruspini are regularly reviewed and kept up to date.
- **Admissions:** Responsible for managing, in coordination with the Registrar, the Admissions process for Ruspini Pre-School including managing enquiries, registrations, offer letters, visit appointments, deposits and admissions for the nursery. Responsible for ensuring that the Pre-School Admissions process is in line with the Admissions process for the whole school.
- **Data Management:** Ensure pupil data is appropriately recorded and maintained, provide MIS reporting and maintain KPI records; ensure data management is in line with whole school protocols and data protection requirements.
- **Financial management:** Support the smooth running of the Pre-School, coordinating lunch requirements, free school milk scheme, replacement equipment and resources. Liaise with the Accounts team to ensure invoices are accurate and prepared in a timely and efficient manner.
- **Administrative Support:** Provide general administrative support to the Pre-School team including organising meetings, taking minutes for staff meetings, maintaining progress trackers and preparing photo slide shows as required. Assist with reviewing handbooks and Policies as required.
- **Organisation of Events and Activities:** Coordinate with the main school Calendar group/school events administrator to organise pre-school events and oversee the booking of enrichment activities in coordination with Room Leaders and their deputies. Assist with Open days and other marketing activities.

- Facilities Management: Act as liaison with the school maintenance team ensuring repairs required are logged and coordinate resolution. Work with the Ruspini H&S officer to review premises risk assessments. Hold responsibility for unlocking the Ruspini premises as a designated key holder.
- Personal development and links to School administrative team: Be responsible for identifying personal development needs and for ensuring that where possible Ruspini administrative processes are in line with similar processes in the whole school.
- Provide any other reasonable duties, support or assistance as requested by the Head.

PERSON SPECIFICATION

The holder of this post will have to demonstrate flexibility and enthusiasm and enjoy working within a team with all members of the school community, as well as demonstrating an affinity and understanding of the ethos of the school.

Experience and skills:

The following experience/ skills are essential

- Strong IT skills particularly Word & Outlook and ideally Access and Excel.
- GCSE grade B or above in English and Maths, or equivalent
- Ability to analyse and understand data.
- Systematic approach to tasks, with excellent attention to detail/ accuracy.
- Strong communication and interpersonal skills.
- Organisational and administrative skill, with the ability to remain calm and positive under pressure and work to deadlines.
- Proactive approach to planning and prioritising work with the ability to use initiative appropriately.
- Experience of working in a school, or other educational environment, would be advantageous although not essential.

Personal Attributes:

The successful holder of this post will need to demonstrate that he/she:

- Is familiar with the schools objectives, strategies and key policies.
- Enjoys working with children and understands their needs.
- Has a customer focused approach.
- Has a commitment to personal professional development.
- Has the ability to learn and implement new processes.
- Has a professional appearance and telephone manner.
- Has a proactive can do attitude.
- Maintains confidentiality in all matters associated with the duties and responsibilities of the post

TERMS OF EMPLOYMENT

The terms of employment include:

- 7.45am until 4.30pm, Monday to Friday
- 40 hours per week (excluding a 45 minute unpaid lunch break) 44 weeks per annum (39 weeks term time plus 5 weeks paid holiday)
- RMS Support Pay scale S18 (£12.18 per hour) to S25 (£14.08 per hour) depending on experience
- Free car parking
- Preferential gym membership
- School fee discount – subject to terms and conditions of the policy
- Staff pension scheme
- Free lunches when the school's catering facilities are open

DISCLOSURE AND BARRING SERVICE

The School is a “Registered Body” under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post will require an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

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 Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post 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 the Head.