**School Secretary**

**Key Responsibilities**

To consistently create a positive first impression, ensuring all visitors are well received and immediately given an insight into the warm and friendly ethos which lies at the heart of school.

To meet and greet parents and pupils as a welcoming face of the school and to offer refreshments to school visitors as required.

To be responsible for controlling access to the school and issuing appropriate badges/passes to visitors.

To maintain records of temporary absence from school premises of staff/pupils/peripatetic staff.

To be the primary telephone operator undertaking the efficient and courteous management of incoming telephone calls and relaying messages throughout the school.

To ensure that the main reception areas, including adjacent hallways and the main porch, are clean and tidy and all relevant marketing materials are available and properly displayed.

To compile prospectus packs

To assist the Head of Admissions with Open Days as required.

To type up all Key Stages weekly staff meetings minutes and any other minutes where required.

To create, with the help of the IT Manager, and then circulate all our Parents Evening Schedules and be present at our parents evenings on a rota basis with the Administration staff.

To proof-read mail outs for staff.

To perform end-of-term mailing and sending out pupil reports at the end of each term, liaising with IT Manager as required.

To maintain MIS with contact information for parents, pupil records, leavers’ destinations and Admissions Register. Be involved with further development of our MIS system.

To maintain and undertake regular audit of texting and email systems to parents.

To manage School communications with existing and prospective parents, including out of hours assistance to Heads PA.

To maintain filing and scanning of GCSE certificates and post originals to pupils.

During the School holidays, to send prospectus packs, capture data in accordance with the admissions procedure and assist with school shop orders as required.

To ensure that complete, up-to-date and robust administrative documentation and filing systems are maintained in line with ISI requirements with particular reference to pupil files including archiving and scanning onto MIS where appropriate, with the assistance of the School Receptionist.

In the event of an emergency, to ensure that the standing attendance register of staff and pupils and the visitor books and signing out book are brought to the evacuation point and individual fire procedure policy is followed.

To manage School communications with existing and prospective parents, including out of hours assistance to Heads PA.

To liaise with the Kitchen for catering of School events, packed lunches, match teas etc.

To collate day pupil numbers for teas and breakfasts on a daily basis and ensure numbers are passed to the Bursar’s Office for billing.

To attend First Aid training as required by the School.

To provide a comprehensive postal service for all incoming and outgoing letters and parcels. To communicate with Royal Mail and couriers where necessary.

To order office stationery as required by Administration staff including keeping stationery cupboard tidy.

To order photocopier paper and keep photocopier rooms tidy.

To assist Administration and Events Co-ordinator with filing as required.

To ensure that external examination papers are securely stored and distributed and out-of-hours are covered.

To manage pupil rewards system.

To assist with exam administration, organising special postal collections of papers for Common Entrance & GCSE exams.

To assist with returning lost property to pupils.

Please note the above duties are not intended to be a complete list and a degree of flexibility is required.