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**School Secretary**

**Job Description**

**Post Title**: School Secretary

**Working Pattern**: This post is a Part-Time Job Share appointment. You will be entitled to 5 weeks paid annual leave - excluding bank holiday and statutory days.

**Hours:** 25 per week, 12:30 – 17:30 (Mon-Fri).

**Location**: Orley Farm School and other sites as required for the execution of duties.

**Responsible to**: Office Manager

**Post Objective**: This is a vital position in the School’s General Office / Reception. The General Office is the most outward facing part of the School and requires staff who, even though under considerable pressure at times, must remain calm, efficient and courteous. The job holder will be required to work closely with the Office Manager in improving and refining current administration procedures in order to benefit employees and employer alike.

**Other Considerations:** You will be expected to observe and ensure safe working practices in carrying out the required duties and ensure that instructions are adhered to.

**Duties and Responsibilities**

**General Responsibilities:**

The School Secretary will be joining the support staff team which prides itself in the provision of first class support to all aspects of life at Orley Farm School. By its varied nature, such a job does not lend itself to a predetermined set of tasks. The following list is indicative of the likely areas where most time will be spent; however, it is not intended to be exhaustive.

1. Reception – Dealing with people and children on the phone, in person, via email.
2. Administer First aid to pupils
3. Responsible for delivery and distribution of goods
4. Actioning Post In and Out and timely distribution to various departments
5. Video / Photo distribution
6. Bulletin distribution
7. Ordering and stationery stock control
8. Secretarial Assistance to Teachers ie photocopying, letter preparation, Microsoft word and Xcel document production and design, etc
9. Open Days assistance (two Saturday mornings a year)
10. Travel arrangements ie. Booking of coaches, arranging Free Travel on TFL and expedition week travel arrangements
11. Mini bus booking on Outlook calendar
12. PASS registration and administration
13. Any other duties as required which are commensurate with the general responsibilities of such a position.

**Miscellaneous.** The School Secretary will be willing to undertake any other duties as reasonably requested by the Office Manager, Headmaster or Bursar.

**Person Specification -** The School Secretary will require the following characteristics:

* A dynamic and proactive individual able to work in a busy and sometimes hectic environment, satisfying often conflicting requirements in a quiet and efficient way.
* A practical and pragmatic approach to work whilst being able to work calmly and efficiently under pressure.
* Good organisational skills with the ability to understand and manage detailed information.
* Self-motivated and able to plan and manage his or her own workload with a minimum of detailed supervision.
* A genuine interest and enthusiasm for education and the improvement and development of young people.
* Good interpersonal skills to form effective working relationships with people at all levels of the School.
* A commitment to producing work right first time.
* Comfortable with the use of IT including MS Office applications; in particular MS Word, MS Excel, Outlook, PASS Admin package, 3 Sys, Clarion Call Appointment booking system.
* A high degree of personal integrity; trustworthy and reliable, being able to deal with sensitive and confidential information on a routine basis in a totally discrete manner.
* Able to articulate him or herself in a clear and concise manner in writing and verbally.
* Content to be part of a hard working team with a strong personal work ethic.
* Flexible in approach to work and willing to cross boundaries; the support staff ethos at Orley Farm School is to help and assist each other to resolve problems and not stand back because the issue is not within one’s own Department.
* Flexibility is required to cover sickness and holidays.
* An understanding of the importance of Health and Safety and willingness to embrace the positive Health and Safety ethos within the School, ensuring that activities are undertaken in a safe manner.

In addition, we offer a generous pension scheme, onsite parking and life cover.