



School Secretary (part-time)

THORNGROVE SCHOOL

(Starting January 2018 or sooner if possible)

General Overview

The role of **School Secretary** becomes available due to a general increase in work load and a member of the office team going part-time. Previous experience as a school secretary is desirable as well as a strong knowledge of management information systems (e.g. SchoolBase). Good interpersonal and organisational skills are essential. A confident, engaging, warm and hardworking, professional manner is key to this role, as is the ability to work well under pressure. A good understanding of independent education is also highly desirable. This role could increase to full-time in due course.

Reception Duties

- To deal with enquiries from visitors, staff and pupils
- To issue security badges to all visitors
- To deal with telephone enquiries
- To assist with locating staff and pupils when appropriate
- Take delivery of parcels as necessary

Administrative Duties

- To provide confidential administrative support to the Headmaster and school including the preparation of confidential documents, letters and reports using Word and Excel
- To make appointments and arrange meetings across the school
- To maintain an efficient filing system (both manual and electronic)
- Produce spreadsheets using Excel for a variety of purposes
- To store completed work on the computer systematically to ensure it is easily retrievable
- To raise requisitions
- To photocopy for school business
- To provide First Aid (a first aid qualification would be desirable)
- To update the school website and social media feeds as and when necessary

- To produce clear and accurate minutes of meetings
- To proofread accurately and to have excellent grammar and punctuation

General

A friendly and warm telephone manner is essential. A kind and reassuring manner with children is most important. In addition to this, a good sense of humour and ability to work in a very busy school office is crucial. Above all, the ability to remain calm and have a consistent approach to life and work is necessary. The desire to become fully involved in the life of a busy co-educational day school is also essential.

Working hours

The post is part-time. Initially we are looking for 2 ½ days a week (to dovetail with our current secretary). The occasional Saturday morning is required for school open days. Holidays will be taken during the school holiday period (to come in line with the maintained sector holiday period). This will be approximately 12 weeks a year. This will allow the school office to remain open and operational for several days during Thorngrove school holidays.

Remuneration

The salary for the post will depend on qualifications and experience. A free lunch is provided every day and there is ample parking on site. A pension is also provided.

Application Process

1. The closing date for applications is 12 noon on Monday 2nd October 2017.
2. Applicants are asked to provide the Headmaster with a CV (to include two named referees), as well as a covering letter (no more than one side of A4) and a photograph.
3. Thorngrove is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to an enhanced disclosure from the DBS.
4. At the short list interview, the applicants will be interviewed by the Headmaster, as well as other members of the office team. During the process they will be expected to answer the phone, write an email and deal with a First Aid situation.