



PRIOR'S FIELD SCHOOL

School Secretary – 2 roles - Full or Part Time, Term Time + 3 weeks

Job Description

The Position

The role of School Secretary is of crucial importance at Prior's Field. The School Secretary – student-facing, parent-facing, visitor-facing – is absolutely pivotal in setting the highest standards of customer care. The School Secretary is responsible for managing the school office and ensuring that parents, students and visitors receive a high quality welcome and whatever support they need, and that their perception of the school aligns with our image and ethos.

The School Secretary is required to provide excellent administrative and secretarial support. In particular, the School Secretary may be required to provide support to the Senior Leadership Team, the EA to the Head, Heads of Department, Heads of Year and teaching staff.

This role reports to the EA to the Head.

Specific responsibilities of this post include:

<ul style="list-style-type: none">• Welcoming all visitors to the school, including current and prospective parents, Governors and third parties – representing Prior's Field on the telephone to the same
<ul style="list-style-type: none">• General office and reception duties:<ul style="list-style-type: none">○ Providing assistance and care to the students during the school day○ Assisting parents and visitors with general queries○ Including (but not limited to) managing the Office@ inbox, dealing with incoming and outgoing post and deliveries, booking taxis etc.○ Managing various other inboxes e.g. supperclub@ and breakfastclub@○ Regular tasks such as Early Lunch list (to update every day and communicate to member of staff on lunch duty)○ Being an integral member of the teams contributing to the smooth running of the school's administration – assisting in providing an administrative and secretarial support service to all departments of the school
<ul style="list-style-type: none">• Student registration and attendance (overseen by the Deputy Head):<ul style="list-style-type: none">○ Ensuring Registration folders kept up to date○ Ensuring awareness of attendance arrangements for particular children○ Ensuring efficient completion of morning and afternoon Registration

<ul style="list-style-type: none"> ○ Calling parents or guardians or children not accounted for ○ Responding to absence emails from parents ○ Sending letters to parents and guardians regarding attendance, as required under the school's Attendance Policy
<ul style="list-style-type: none"> ● Student data and files <ul style="list-style-type: none"> ○ Having a good understanding of the safeguarding and GDPR rules ○ Termly reminder to parents to update their data on the parent portal ○ Liaising with members of staff as appropriate regarding students and parents – sharing information with SLT, the Boarding team, nurses and pastoral staff as appropriate ○ Filing hard copy papers in student files as soon as possible ○ Ensuring student files and cabinets generally are kept tidy ○ Archiving student files as appropriate
<ul style="list-style-type: none"> ● Missing students <ul style="list-style-type: none"> ○ Contacting relevant staff as soon as possible to try to locate a missing student, and otherwise alerting SLT ○ Following our Missing Student guidelines ○ Reminding staff of these guidelines at least yearly
<ul style="list-style-type: none"> ● Fire alarms <ul style="list-style-type: none"> ○ Ensuring that all information needed in case of fire is up to date and ready when required
<ul style="list-style-type: none"> ● Parent portal <ul style="list-style-type: none"> ○ Oversight of parent portal generally – including data such as policies etc. – ensuring old documents are archived and up to date documents uploaded – ensuring parent communication folders kept tidy and easy for parents to navigate ○ Uploading weekly and termly letters to parent portal – also policies and any other documents needed to be uploaded ○ Sending out weekly Communication to the Prior's Field community ○ Forms – prime creator of parental forms ○ Training others in the use of the portal as required
<ul style="list-style-type: none"> ● Parent communications <ul style="list-style-type: none"> ○ Having overview of all comms sent to parents and guardians – ensuring all other relevant staff are aware of what has been sent out

<ul style="list-style-type: none"> ○ Maintenance and sharing of Year Group Communication flowcharts – at least termly ○ Reformatting staff letters and other documents in accordance with house style ○ Supporting as required to ensure all letters are authorised by a member of SLT before uploading on the portal – in accordance with school procedure ○ Sending out Star and Award of the Week letters ○ Sending out Head's Commendation emails to parents and guardians ○ Sending letters and documents out via iSAMs as needed ○ Sending other emails and text messages to parents and guardians as required
<ul style="list-style-type: none"> • School trips <ul style="list-style-type: none"> ○ Super-user of trips software Evolve ○ Supporting staff leading trips in terms of set up and ongoing administration ○ Activities Week
<ul style="list-style-type: none"> • Staff communications <ul style="list-style-type: none"> ○ Accurately maintaining staff phone list ○ Maintaining staff pigeon holes (this may be termly or yearly, depending on staff changes) ○ Taking and circulating minutes of the weekly Staff Briefing – ideally on the same day – including whole staff meetings on INSET days ○ Ensuring staff are aware of information shared with parents and also information relating to students, as appropriate ○ Staff reminders termly or yearly, as appropriate, re e.g. letter process, process for deliveries, where to find useful documents etc.
<ul style="list-style-type: none"> • Lanyards and ID cards <ul style="list-style-type: none"> ○ Ensuring we have adequate stock of all coloured lanyards ○ Ordering ID cards for new staff members, ready for when they arrive on their first day
<ul style="list-style-type: none"> • Stationery: <ul style="list-style-type: none"> ○ Responsibility for keeping Reprographics Room tidy and well stocked ○ Administering process for ordering stationery for departments ready for beginning of school year ○ Ad hoc stationery orders as needed ○ Dealing with staff stationery queries ○ Ensuring stationery cupboard is tidy

<ul style="list-style-type: none"> ○ Liaising with stationery company
<ul style="list-style-type: none"> • Transport <ul style="list-style-type: none"> ○ Supporting the Bursar in administering the school bus route ○ Communicating with current and new parents regarding booking bus places for the new school year ○ Dealing with day to day parental queries and concerns ○ Liaising with school bus company when appropriate
<ul style="list-style-type: none"> ○ School trips (overseen by the Deputy Head) ○ Administration for all school trips other than Activities Week
<ul style="list-style-type: none"> • Events <ul style="list-style-type: none"> ○ Assisting with the school's events, attending as required (occasionally in the evenings) – see Terms of Employment ○ Attending and participating in school events such as Open Days and Results Days and meetings as required
<ul style="list-style-type: none"> • Office cover <ul style="list-style-type: none"> ○ Maintaining the file of information used by those staff covering the office at any time – ensuring that every element is clear and up to date.
<ul style="list-style-type: none"> • Admin support <ul style="list-style-type: none"> ○ Being part of team providing administrative support to the Senior Leadership Team, as and when required ○ Lending assistance to other colleagues if the need arises and enjoying playing a full part as a member of a lively and busy team

General responsibilities include:

<ul style="list-style-type: none"> • Liaison with parents, students and staff
<ul style="list-style-type: none"> • Liaise closely with appropriate staff in pursuance of the post holder's primary purpose
<ul style="list-style-type: none"> • Demonstrate a commitment to improving and developing the organisation's processes and facilities
<ul style="list-style-type: none"> • Comply with all relevant policies, procedures and instructions regarding safeguarding, health and safety, including safe practices and methods of work
<ul style="list-style-type: none"> • At all times, respect the confidential nature of information concerning the work and business of the school
<ul style="list-style-type: none"> • Promote the school's eco-agenda and ensure all work is carried out with a view to reducing waste and protecting the environment

<ul style="list-style-type: none"> • Be committed to the development of a working culture which values and celebrates the contributions and achievements of colleagues
<ul style="list-style-type: none"> • Support the ethos of Prior's Field as both a boarding and a day school and work in accordance with the school's aims, policies and marketing strategy

Post-holder attributes:

<ul style="list-style-type: none"> • A people person - able to demonstrate excellent interpersonal and communication skills – both oral and written - and a willingness to foster positive relationships within school and the wider Prior's Field community
<ul style="list-style-type: none"> • Positive, enthusiastic, with a 'can do' flexible approach and keen to work as part of a busy and dynamic school
<ul style="list-style-type: none"> • Highly organised with an excellent eye for detail and ability to multi-task
<ul style="list-style-type: none"> • Able to see the bigger picture and do as much as possible to help others do their job
<ul style="list-style-type: none"> • Excellent written and spoken English
<ul style="list-style-type: none"> • Efficient and effective
<ul style="list-style-type: none"> • Calm and empathetic – a good listener
<ul style="list-style-type: none"> • A problem solver
<ul style="list-style-type: none"> • True team player – flexible and proactive
<ul style="list-style-type: none"> • High degree of initiative and common sense
<ul style="list-style-type: none"> • High working standards for self and others
<ul style="list-style-type: none"> • A confident user of a range of IT applications – knowledge of Word and Excel essential – knowledge of Office 365 preferable – knowledge of iSAMS an advantage
<ul style="list-style-type: none"> • Management experience an advantage
<ul style="list-style-type: none"> • Experience of working in a school an advantage

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification at any time after consultation with the post holder.

Prior's Field is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Conditions of Employment

- Full time, term time + 3 weeks
- Hours - 8.00am to 5.00pm Monday to Friday (half an hour unpaid for lunch)
- Some evening or weekend work may be required; time off in lieu during the holidays will be given.

- Contributory pension and medical insurance schemes; details available from the Payroll Officer.
- Lunch is available free of charge during term time; tea and coffee is also available in the staff study free of charge throughout the day.
- Employees are eligible for reduced fees if their children attend the school.
- Six month probationary period
- The school supports professional development and training will be provided in specialist areas such as the iSAMS Management Information System.