**Job Descriptions – School Secretary**

**The Role**

As a School Secretary, you will provide comprehensive administrative support to the school and act as a central supporting role for staff, students and parents.

**Main Duties & Responsibilities**

**Reception**

* Deal with general enquiries
* Provide food for visitors/meetings/parents’ evenings/planned events
* Process requests for pupils taking medication and administer the taking of medicine accordingly
* To answer the telephone in a professional, friendly and efficient manner, using the corporate greeting and taking messages where appropriate
* To ensure school security arrangements are always complied with, including the issue of visitor’s badges and signing of visipoint sign in system.
* To accept and sign for deliveries as appropriate.
* To provide hospitality for visitors to the school.
* To ensure a business-like office environment and promote good relations with all staff.
* Administer First Aid as and when needed
* Communicate to parents (letter/text message/e-mail) planned events in the School calendar such as parents’ evenings, school holidays, etc
* Attendance of open evenings/presentation evening/parents evening / entrance exam

**Clerical & Administrative**

* Establish and maintain efficient administrative systems and processes to support the effective running of the school
* Provide general clerical and administrative support for the school e.g. photocopying, filing, emailing, completion of standard forms, and respond to routine correspondence, letters to parents, etc.
* To maintain the photocopier machines and ensue they are always up and running, toners and staples are available in the machine.
* To ensure paper is available in the photocopier machines on daily basis
* To sort and distribute incoming mail to the staff’s pigeon hole. To frank all external post and distribute to post office each day
* To file documents as required
* To send text messages /emails to parents on behalf of staff through school communication system ie: Groupcall
* To maintain the stocklist& stock level of office stationeries, envelopes, papers, toners, staples and they are kept in the under store room. To inform the bursar if the stock is running low
* To produce & distribute the minutes/letters as required
* To issue cheques as required which will be directed by School Bursar (occasionally)
* To assist in admissions which will be directed by School Bursar
* To update office, staff & student notice boards
* To maintain lost property
* To assist with preparation for the new academic year (form tutor lists/rooms, planner check lists, ordering student planners, structure of the day, staff duty rota, detention rota etc)
* To assist with the arrangements for school trips/extra-curricular activities (letters to parents, booking transport, ordering packed lunches, medical forms, payments)
* To assist with the arrangement of extra-curricular clubs/activities and lessons after school (timetable, letters to parents, etc)
* To produce and distribute the minutes for staff briefings by email on daily basis by 11am
* To assist SLT to produce school calendar and the diary of events for staff/parents
* To book school photographer
* To process the distribution of locker keys
* To update information onto school **website**
* To prepare and distribute the new “Structures of the Day”
* To book vaccinations with nurse and make arrangements on the day
* To create spreadsheet for Data Collection [Collecting & sending reminders to parents]
* To update pupils’ personal records on SIMS (contact details, medical/SEN details, etc) before they join
* To email all staff for new entrants who join, inform form tutor, HOD
* To email all staff for students who are leaving, inform form tutor, HOD
* To prepare timetable/planners/Locker key/PC log in details and copier’s pin for new entrants
* To create a list - trip money collection received from pupils
* To design leaflets
* To prepare goody bags for open evenings
* To input meeting appointments onto Headteacher’s google calendar
* To update Alumni’s list
* To convert written lesson observation into electronic copy

**PASTORAL**

* Support the pastoral team in communication with parents regarding pastoral issues
* Monitor registers daily
* Monitor attendance & punctuality of pupils on SIMS
* Contact parents regarding unauthorised absences
* Arrange pastoral meetings with parents (letters, etc)
* Produce letters for sanctions (detentions, suspensions, exclusions, placing pupils on report, etc)
* Produce subject/form tutor/Key Stage coordinator/SLT reports and progress reports upon request
* Provide forms/slips for pastoral issues (holiday request forms, temporary planners, uniform referral slip, homework referral slip, C3 slips, etc)
* Provide pupil data (academic and pastoral) upon request
* Input data for C3 incidents and prepare daily list for detentions
* Input data for rewards (merits/certificates/postcards, etc)
* Prepare letters/certificates for achievement
* Assist in the arrangement of annual reward trip
* Distribute essential medical/SEN information to relevant teaching and non-teaching staff
* Maintain pupils’ achievement portfolios
* Process holiday requests
* Support the pastoral team in communication with parents regarding pastoral issues
  + Update form lists, class lists and house list
* Maintain pupils’ achievement portfolios
* Termly detentions record for trustee report

**Welfare**

* Assist with student welfare and liaise with parents where necessary
* To provide refreshments for meetings when required
* To ensure that you have a current and full First Aid qualification appropriate to the job.
* As the certificated First Aider, to provide medical support for children who are unwell, and to be responsible for the organisation and general care of medical requirements throughout the school including the maintenance of stock.
* To liaise, if required with parents regarding pupil sickness/injury

**Other Responsibilities**

* To attend, support with administration associated with Parents’ evenings, open evenings and other key school events and to provide front of house support for these events, **out of school hours.**
* To ensure integrity within SIMS and other systems including attendance, reporting, updating of student details etc.
* To provide an efficient and confidential administrative support to any member of staff who requires assistance
* Maintaining confidentiality
* To liaise with colleagues and external contacts at all levels
* Assist with keeping display boards up-to-date
* Carry out other reasonable tasks as directed by Headteacher & School Bursar
* To be willing to undertake appropriate training in line with contractual duties
* To be flexible in regards to working hours **especially during school holidays (Revision lessons falls during school holidays, GCSE day falls during summer holiday)**

*This job description does not form part of the contract of employment of the above named employee. It is not an exhaustive list of the duties or functions to be undertaken or carried out. It describes the way you are expected and required to perform and complete the particular duties as set out above.*

*These duties may be varied or changed by the Headteacher from time to time to meet changed circumstances or the needs of the school. The Governors reserve the right to amend the functions of the school administration officer in order that the School may continue to meets its statutory obligations.*

*This job description will be reviewed annually.*

*Updated 17th October 2019*