

# **SCHOOL SECRETARY**

## **JOB DESCRIPTION**

The School Secretary is a key figure in the day-to-day operation of the School, and an important interface between staff, pupils, parents and visitors to ensure the smooth running of a small but busy Front Office.

The School Secretary works with the Registrar and the Marketing Assistant who also occupy the Front Office. The School Secretary reports to the Headmaster. Excellent writing skills, significant flexibility and initiative are required for the role, as well as the ability to work on different tasks concurrently and to retain a sense of calmness and humour when dealing with difficult situations.

### **The major responsibilities of the position are:**

- Acting as the point of contact, where appropriate, between members of the public, parents, staff and pupils and the Headmaster
- Being the principal public face of the School on a day-to-day basis, answering the telephones in a warm and friendly way and looking after deliveries
- Dealing with pupils in a kind and reassuring manner
- Being fully involved with, and taking an active interest in, the life of a busy school
- Overseeing the efficient running of the front office
- Handling all aspects of staff recruitment, including advertising, organising interviews and maintaining the Single Central Register of appointments
- Taking the minutes at staff meetings
- Maintaining the attendance register at the beginning of the day and at lunchtime
- Organising and keeping the Headmaster's diary
- Assisting with the Headmaster's correspondence
- Providing administrative help where necessary for members of the senior management team
- Organising pupils' reports and their distribution
- Sending out pupils' grades cards
- Being in charge of the administration of pupils' Future Schools files
- Collating information for the School calendar and assisting in its production
- Helping to cover first aid duties as necessary when Matron is unavailable

- Keeping a proper and efficient filing system, to be locked when not in use
- Being conversant with the School's management system to generate reports and lists
- Having regard to the sensitivity of some material likely to be in the Office and ensuring that security is not compromised
- Stock-taking office stationery and ordering as necessary
- Sorting and delivering the post
- Undertaking any other reasonable request from the Headmaster in connection with the proper organisation of the School

*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*