



ADMINISTRATIVE SECRETARY

THE POST

It is the responsibility of the Administrative Secretary to oversee the effective and efficient running of the School Office. The Administrative Secretary is responsible to the Head of Secretarial Support, presently the Headmaster's Personal Assistant.

DUTIES

The duties will include:

1. Managing and maintaining chronological files of all materials sent out.
2. Bringing forward documents for amendment / up-dating / liaising with management and staff concerning the content / typing and distribution / posting / emailing. Sending emails / letters on behalf of various departments as required.
3. Design and distribution using specific marketing software, of weekly whole School newsletter, involving liaison with all School departments.
4. Organisation of special function invitations for Speech Day and Prize Giving, Carol Service, Mayor's Sunday, Foundation Sunday, CCF Inspection and various other events.
5. Design and distribution of booking forms for music and drama productions.
6. Updating guest lists, booking function rooms/catering arrangements, processing replies to invitations, organising/posting tickets and preparing attendance lists.
7. Annual production of School 'Blue Book' directory to include obtaining updates across Foundation, collating and auditing information for accuracy, liaising with printing company.
8. Completion of ISIS and DfES annual Census forms, liaising with various Foundation departments for up to date data.
9. Processing online Confirmation for Acceptance for Studies (CAS) reference application forms, through the UK Visa and Immigration Office in respect of Visa renewals for overseas students and ensuring up-to-date Passport/Visa information held on file.
10. Distribution of School termly and annual publications to pupils/parents and Governors.
11. Retrieving pupil information as required / instructed by teaching staff, e.g. UCAS references, School Reports and Form Orders.
12. Uploading/deleting letters and other documentation as required onto Parent Portal.
13. Safe, secure archiving of leavers' information.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please note that the school's Child Protection Policy is available on the website and should be read by all applicants for this post.

14. Responsible for promptly and efficiently monitoring and responding accordingly to all enquiry emails directed to School.
15. Lead responsibility for telephone enquires received into School Office.
16. Travel – annual distribution of West Midlands Travel Card Code to relevant pupils.
17. Maintaining office supplies and stationery.
18. Ordering staff/prefect badges as required.
19. Switchboard relief on Reception (if required).
20. Assisting on Open Days.
21. Providing assistance within other areas of the Secretariat when work-loads require and permit.
22. Awareness of information governance and confidentiality of pupil/staff information, in accordance with the Data Protection Act
23. Other duties and responsibilities may be delegated to the Administrative Secretary by the Headmaster's Personal Assistant.

No set of guidance notes can be fully comprehensive and may inevitably change from time to time to meet the developing needs of the School.

HOURS OF WORK

This is a term-time only position of 30 hours per week working Monday to Friday, plus an additional 4 weeks per year, (two of which will be the two weeks prior to the start of the Michaelmas Term) and other INSET days giving a total of 39.4 working weeks per year.

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