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| **Job Title**: Secretary & PA to the Headmaster | **Work Location**: Beech Hall School, Tytherington |
| **Reports To**: Head Teacher |  |

Job Purpose

The role of school secretary is to provide efficient secretarial and administrative services to the Headmaster, management team, and the academic staff including general clerical, receptionist and project based work. The secretary should project a professional company image through in-person and phone interaction.

Primary Responsibilities:

* To manage the Headteacher’s diary and to handle all confidential information with discretion
* To alert the Headteacher to forthcoming meetings/events, priorities and emerging issues. This includes preparing any necessary documents and travel arrangements.
* To take minutes of meetings, transcribe and publish to the relevant participants, issue agendas, book rooms and refreshments
* Ensure the Headteacher is briefed for all meetings with relevant correspondence, documents and presentations.
* Answer telephones and transfer to appropriate staff member
* Meet and greet clients and visitors
* Deal with enquiries from the public, staff, students, etc. and pass messages on to other members of staff
* Create and modify documents using Microsoft Office, such as minutes of meetings, exam papers, forms and labels, including mail-merging documents and e‑mail
* Perform general clerical duties to include but not limited to photocopying, faxing, mailing and filing
* Research, price and purchase office furniture, stationery and supplies, ensuring that essential supplies are always available.
* Organise and store paperwork, documents and computer-based information
* Sign for and distribute packages
* Other duties as assigned

Additional Responsibilities:

* Act as part of the student counselling team
* To support the effective safeguarding of all young people throughout the school
* To adhere to School policies and procedures e.g. Health & Safety, Equality & Diversity etc.
* To attend meetings for all School Staff, as necessary.
* To participate in the staff development process and to undertake training as required
* To undertake any other duties appropriate to the level of post as required by the Headmaster.
* Hold a First Aid Certificate and administer First Aid as required

Relationships and Contacts:

* Deal with staff, management and student queries on a regular basis which may require basic courtesy, sensitivity and good listening skills
* Deal with prospective students, teachers and parents on admissions enquiries. This may entail explaining policies and procedures, which will be unfamiliar to those outside the organisation

Qualifications, Skills, Knowledge and Experience:

* A good operating knowledge of Microsoft Office, databases and management information systems, the Internet and Email
* Experience of working in a busy office environment and an ability to plan and prioritise one’s own work
* Draft letters on behalf of the headmaster and management team, to a high standard of English
* Deal with a range of ongoing tasks at the same time, and be able to cope under pressure
* Work with a minimum of supervision, and make administrative decisions based on a broad understanding of relevant policies or operational requirements