



KNIGHTSBRIDGE SCHOOL

## School Secretary

<b>Hours:</b>	Full time, 7.45am – 5.00pm
<b>Holidays:</b>	Term-time only as published in the staff calendar except for: One week immediately prior to the start of the Autumn term. 2 days either side of the Easter holidays One week immediately after the end of the summer term
<b>Responsible to:</b>	Bursar
<b>Direct Supervisory Responsibility for:</b>	None
<b>Indirect Supervisory Responsibility for:</b>	None
<b>Important Functional Relationships:</b>	
<b>Internal:</b>	Bursar, School Finance/Admin team, Receptionist, Head, School Management Team, School Staff, Directors, Pupils
<b>External:</b>	Parents and Visitors to the School
<b>Main Purpose of the Job:</b>	To provide administrative and organisational support to ensure the smooth running of the school
<b>Responsibilities:</b>	
1.	<b>School Calendar and Diary</b> – collate the termly printed school calendar and arrange for its printing and distribution; manage the electronic School Diary ensuring that it is a complete and accurate record of all school activities events, fixtures and trips.
2.	<b>Event and Meeting Management</b> – Overview of all school events and meetings and delegate responsibilities to other members of the team where appropriate. E.g catering, room layout and sending invitations.
3.	<b>General administration</b> – provide support to the academic team and answer day to queries from parents and other third parties.
4.	<b>Reports</b> – work with the academic leaders to check and publish pupil reports.
5.	<b>Information Management</b> – keep all pupil records up to date on the school's MIS; ensure that leadership team has up to date information of staff

individual timetables, class timetables, all parent contact information; validate information as necessary

6. **External Liaison** – liaise with external providers including staff at St Columba's and St Saviours.
7. **Cover**– record teaching cover to ensure all cover is allocated fairly and flag any concerns to the Deputy Head, Academic.

## **Person Specification**

### **Education & Qualifications**

Educated to A level or equivalent

Graduate preferred but not essential

### **Knowledge & Experience**

Excellent proficiency with IT, including MS Office and ideally experience with a school MIS or similar

At least 3 years work experience in a busy administrative role

Experience in a prep school preferred but not essential

### **Skills and Attributes**

Excellent multi-tasking

Comfortable being interrupted during tasks

Excellent oral and written skills

Customer service attitude

Pleasant and confident manner with others

Team player, able to work with others

Quick learner and mentally agile