



Job Description: School Secretary

General areas of responsibility

- To promote and safeguard the welfare of pupils
- To comply with the School's safeguarding & child protection policy and ensure that any concerns relating to the safety or welfare of children are reported immediately to the Designated Safeguarding Lead (DSL) or the Head
- To keep up to date with pastoral care policies of the School and remain sufficiently aware of any personal problems of individual pupils
- To comply with the School's Code of Conduct
- To read other policies or guidance as and when required to do so by the DSL, Head or other member of the Senior Management Team or Compliance Manager
- To act consistently, in a calm and supportive manner with colleagues
- To attend staff and departmental meetings, open days, briefings, assemblies, INSET days, parent consultations and other school events, as required
- To communicate in a timely and appropriate fashion with parents, as and when necessary
- To participate in any arrangements that may be made for performance reviews
- To undertake other specific duties which may, from time to time, be reasonably requested by the Head
- To cover for absent colleagues, when required, as organised by the Deputy Head (Operations)
- To complete risk assessments and/or follow correct school procedures for any class trips/events/visiting speakers organised
- To meet all deadlines for the efficient running of the school (e.g. reports, planning etc.)
- To ensure good management, sense of order and tidiness of the school so that the children may develop a sense of responsibility and pride in their school
- To ensure that all pupils adhere to the School rules
- To notify the school about personal absence due to illness and gain permission from the Head for any intended absence
- To be responsible for his/her personal punctuality and wearing of appropriate dress
- To be responsible to the Admin Manager

Specific Responsibilities of School Secretary

- To act as first point of contact within the school, promoting a warm and positive demeanour, consistent with the ethos of NHP
- To filter telephone and email enquiries, as appropriate, and taking and passing on messages to all staff
- To meet and greet visitors, accept and organise distribution of post and deliveries
- To offer first aid and support to all pupils and staff
- To maintain stocks of first aid equipment and order new items where necessary, in liaison with the School Nurse
- To be aware of health and safety issues
- To ensure that staff and pupil registers are kept, absent pupils are accounted for and registers at all fire exits and main exits are updated daily
- To print half-termly attendance records and to alert the Head of Upper School of any concerns

- To provide general assistance to the Head of Upper School, including making bookings/meetings, filing, dealing with correspondence and telephone calls
- To organise and attend meetings and take notes/minutes, when required
- To assist the Admin Manager with administrative and secretarial support and school reports preparation
- To attend regular administration meetings
- To prepare weekly and termly prizes, certificates and awards, in liaison with the Admin Manager and Head
- To assist with the organisation of parent evenings and other school events, attending such events as required
- To assist with the organisation and administration of extra-curricular activities: liaising with internal and external club providers, assisting with sourcing new club providers when needed, assisting with timetabling the club schedule each term, managing weekly changes to the club schedule and corresponding with parents accordingly and administering termly club sign-ups from parents
- To book courses and order equipment for staff, as required
- To assist in the general upkeep of the school building and equipment, including liaising with the Premises Manager regarding maintenance and repair, cleaning of the building, maintaining security systems and ordering of furniture and other equipment
- To undertake such other duties that may, from time to time, be reasonably assigned by the Headmistress, Bursar or other members of the Senior Management Team
- To assist the Bursar by uploading non-fees charges onto Parentpay and monitoring payments by parents.