



## DOWNSEND SCHOOL

### JOB DESCRIPTION

<b>Post:</b>	<b>School Secretary</b>
<b>Hours per week:</b>	Full Time (Term time plus 5 weeks) 8.30am – 4.00pm
<b>Responsible to:</b>	Head of Downsend Pre-Prep Epsom Providing effective and efficient administrative support for
<b>Responsible for:</b>	the smooth running of the school.

#### **SCHOOL ETHOS:**

*Downsend is an established, academic preparatory school which is dynamic and contemporary. We provide each child with a broad education, through experiencing a vibrant school life that extends beyond the classroom, and provides outstanding academic development. We encourage our pupils to become well-rounded individuals in a modern society. Staff and children enjoy excellent relationships and pastoral care is of paramount importance.*

#### **General information**

Downsend School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Led by the Business Manager, our experienced multi-disciplined support staff team encompasses finance, administration, maintenance, catering, nurses and drivers who undertake a range of tasks to provide a professional and effective service to the School to ensure compliance.

#### **Purpose of Position**

To act as School Secretary to the Head of Downsend Pre-Prep and provide high quality administrative and secretarial support.

#### **Relationships**

The post holder is responsible to and works closely with the Head of Pre-Prep. The post holder also interacts on a professional level with other colleagues and seeks to establish and maintain productive relationships with children and parents.

## **Standards and Quality Assurance**

1. Support the aims and ethos of the school;
2. Set a good example in terms of dress, punctuality and attendance;
3. To attend INSET days, staff meetings and school events as required;
4. To participate in training and development discussions and activities to main the skills and competencies required for the role;
5. To participate in arrangements made for Appraisal.

## **Main Duties and responsibilities**

1. To deal with parents, staff, pupils and visitors in person, by email and manage written correspondence as directed by the Head and to treat such matters with confidentiality and sensitivity;
2. Provide high quality administration to ensure the smooth running of the office;
3. Answer both internal and external telephone calls and deal with the queries;
4. Greeting all parents/carers and visitors with professionalism and comply with safeguarding processes;
5. Using SIMS to maintain pupil data and school information;
6. Maintaining pupil and staff files;
7. Collating billing information for finance department to include EYFS submission returns to the Local Authority and for billing purposes;
8. Collating weekly, monthly, termly figures or on an ad hoc basis as required;
9. Responsible for overseeing the purchase order process including ordering stock, raising purchase orders, processing invoices, ensuring timely payment and updating reports where required to meet Head Office deadlines;
10. Collation of monthly payroll documents such as overtime and expenses sheets for submission to finance staff for processing;
11. Petty Cash control and reconciliation;
12. Using Microsoft packages particularly Word, Excel and Outlook to help support the school;
13. Booking of staff training courses, school trips, parents evenings;
14. Preparation of Prospectus and Information packs for open days and parent enquiries;
15. Attend meetings and training courses as required;
16. Be aware of and comply with the School's policies and procedures, in particular those relating to child protection and the safeguarding of children, equal opportunities, health and safety, confidentiality and data protection and report any concerns to an appropriate person;
17. To undertake additional duties as required.

## **Safeguarding Children**

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes in to contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.

Any issues arising from references will be discussed at interview.

This job description is not intended to be all embracing and the post holder shall be required to carry out whatever the Head shall instruct, commensurate with training and experience.

**Signed:** .....  
(Post Holder)

**Date:**

Name: \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:**

(Head Teacher)

## Person Specification

### Skills

- Experienced secretary/administrator with excellent spoken and written English;
- Able and confident in the use of Microsoft Office software, to include but not limited to Word, Excel and Outlook;
- Good communication and inter-personal skills;
- The capacity to remain calm under pressure;
- Well organised with effective time management;
- Discretion and confidentiality;
- Flexible team member
- Pro-active and self-motivated with a high level of initiative;
- A willingness to learn and adapt and ready to embrace new change initiatives;
- Experience in a school would be an advantage.

*Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.*