

Claremont Fan Court School



Job Description

Job Title:	School Secretary and Head's PA - Preparatory School
Reports to:	Head of Preparatory School
Hours:	40 weeks per year totalling 1540 working hours. 34 weeks in term time of 40 hours per week, Monday to Friday, 8am – 4.30pm with half hour lunch (unpaid). Reduced hours of 30 hours per week for 6 weeks non-term time including all INSETs, the first 1.5 and last 1.5 weeks of the summer holiday, one week at Autumn half term and Easter break, and half a week at Christmas and February half term. Exact non-term time hours are to be agreed with the Head in advance.
Salary:	£27,000 to £29,000 per annum pro rata; FTE 90.46% (actual salary £24,423 to £26,232)
Holiday:	25 days plus bank holidays pro rata to be taken out of term time
Pension:	Group pension plan with 12% employer contribution and 3% employee contribution from your start date



Background

The School Secretary and Head's PA role is essential to the smooth functioning of the Preparatory School. The post holder will know where all the children should be, what's on and who is teaching where. There are four main areas of responsibility: administration, PA to the Head, reception and admissions. The Preparatory School accommodates approximately 200 pupils on the roll and is housed in what was once the stable court to the royal mansion, set in 100 acres of heritage grounds as part of the Claremont Estate.

Administration

General running of the office and daily routines including:

- Welcome all staff, pupils and parents who visit the office
- Handle all enquiries efficiently whether by telephone, email or in person
- Open and distribute post and internal mail
- Convey messages and information to staff and pupils
- Ensure all communication with parents is managed in a timely manner
- Maintain a welcoming and informative Reception area
- Record pupil absence; monitor registers and follow up unauthorised absence on a daily basis
- Update class lists, etc.
- Book courses for staff
- Report all maintenance requests promptly to Facilities and see that they are carried out
- Order and distribute stationery and ensure supplies of forms and certificates are available when required
- Ensure photocopier is operating effectively and report faults promptly



- Prepare and maintain medical and dietary listings
- Maintain the notice board for parents outside front door
- Ensure the fire drill procedure runs smoothly
- Support staff with presentation of end of year school reports
- Update various Prep School information booklets on an annual basis
- Liaise with the PTA to arrange PTA mini meeting agendas and their distribution
- Arrange parent consultation meetings using the parents' evening booking system. Set up evenings online and answer any queries arising from parents. Provide staff with lists of their appointments and ensure that the evenings run smoothly
- Provide administrative support to staff co-ordinating school events
- Book refreshments and equipment for school events
- Update the digital display monitor on a weekly basis with upcoming events
- Produce newsletter (4 editions per term) from copy and distribute to all parents; upload a copy to the website
- Maintain Preparatory news and clubs on the school website
- Manage calendar dates for the Prep School. Request dates from teachers for forthcoming events and report these to the calendar committee on a termly basis. Check the calendar prior to publishing
- Provide administrative support for school visits off site including coach bookings, risk assessments, costings and communication with parents
- Use the Clarion call system to communicate with parents and produce attendance lists for school trips
- Maintain medication consent file
- Manage the Clarion clubs on-line booking system, produce termly registers and liaise with club leaders. Answer enquiries from parents regarding bookings as required.
- Provide up to date attendance lists for co-curricular clubs to Accounts for billing purposes
- Liaise with HR to set up recruitment interviews

- Supervise the work of the Business Admin Assistant (apprentice) two days a week. Provide feedback to the assessor and Bursar's PA on the progress of the apprentice and support the apprentice's development.
- Prepare a termly admin plan and ensure it is followed
- Keep up to date with filing

PA to the Head of the Preparatory School

- General secretarial duties for the Head including handling routine correspondence when requested
- Book appointments for interviews and tours of the school
- Maintain the Head's diary and other diaries when requested
- Provide refreshments for visitors
- Support the Head in all matters as required
- Keep and distribute minutes for weekly staff briefing

Admissions

- Deal with initial telephone enquiries, promptly email /post prospectuses and make follow up telephone calls
- Arrange interviews and show rounds – liaise with Senior School, Preparatory School and Marketing Manager where necessary
- Monitor numbers for all year groups
- Maintain the pupil database (SIMS) and produce reports as requested
- Report pupil numbers weekly to Head, Bursar and Marketing Manager
- Request reports and safeguarding information from previous schools
- Plan and arrange new pupil induction events, preparing and collating all induction paperwork and manage the return of completed forms
- Ensure all relevant consents are received from parents and recorded on pupil database
- Working with Admissions ensure all children have the right to reside in the UK
- Copy and distribute registration and acceptance forms to Accounts for billing
- Set up and maintain new pupil files
- Archive leaver files and manage the transfer of files between Prep and Senior School

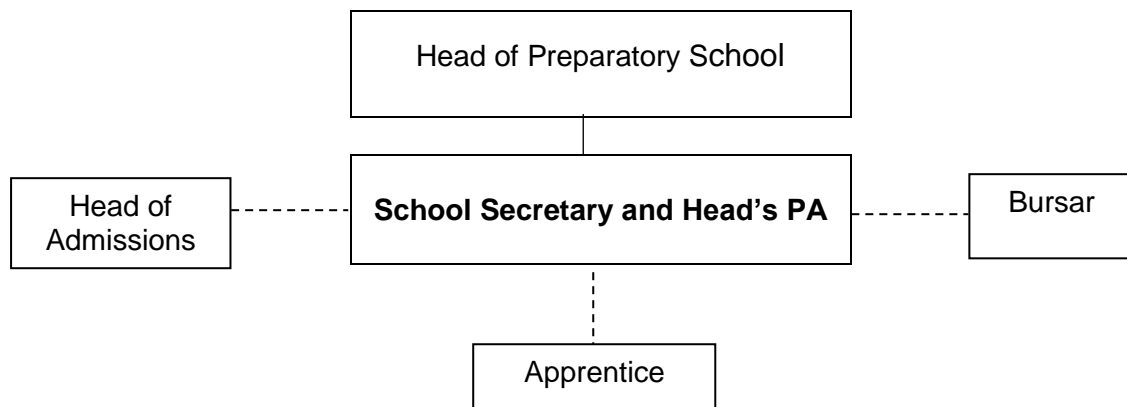


General

- Participate in your own staff development, contribute to annual reviews and attend training; attend training on INSET days when provided
- Maintain a high degree of confidentiality at all times
- Act in a manner that promotes the school's policies and practice at all times
- Any other duties consistent with the nature and grade of the post

Organisational chart

The Preparatory School Secretary and Head's PA works within the Preparatory School. The immediate line diagram of responsibility is as follows:



Contextual Information

Claremont Fan Court School promotes continuous learning, independence of thought, teamwork, a critical approach to studies within a framework expecting excellent academics and high standards of character from its pupils and staff.

This school values each of its learners and actively seeks to clearly see evidence of the God-given potential in every child.

JJ/HHA/HR Feb19



Claremont Fan Court School



Position Outline and Person Specification

School Secretary and Head's PA

Essential Criteria

Good standard of general education (minimum 5 GCSE's A-C or equivalent including Maths and English)

Secretarial or administration experience

Excellent telephone manner and able to communicate at all levels

Good written communication skills, numerical ability and attention to detail

Able to work confidentiality, using discretion and sensitivity when required

Professional and welcoming to parents, children and staff

Good organisational skills including the ability to develop and maintain systems

A commitment to the promotion of equal opportunities

Ability to work as part of a small team as well as work independently

IT skills including good knowledge of Microsoft Word and Excel

Database experience

Willingness to undertake training in school systems and first aid

Some flexibility over weekly hours; able to work hours very occasionally outside agreed hours to support open mornings when requested and/or own training

Desirable Criteria

A Levels

Knowledge of and ability to produce basic reports from SIMS or other database

First Aid trained (willingness to train is essential)

Experience of working in a school

