

School secretary job description

Responsible to:

Office manager and head teacher on a day to day basis / directors of Woodcroft School Ltd. as employers.

General duties

The school secretary will be required to:

- safeguard and promote the welfare of children and young people;
- support the office manager and head teacher by professionally undertaking the full spectrum of school reception duties;
- in co-operation with the office manager and head teacher, to be responsible for the efficient running of the school office;
- present a professional, positive and friendly image on behalf of Woodcroft School as the first point of contact for most who visit or telephone;
- keep fully up to date with Woodcroft School data and all relevant information;
- show awareness of and comply with *all* of Woodcroft's policies and procedures, but particularly those relating to child protection, confidentiality, data protection, equal opportunities, health and safety and security, and to report any concerns to an appropriate person;
- contribute to the overall ethos, aims and work of Woodcroft by fostering and facilitating good relationships between staff;
- participate in training, other learning activities and professional development as required;
- undertake other reasonable duties as directed by the office manager and head teacher or senior staff
 - this may include cover for other members of staff.

Specific duties

The school secretary is the primary support to the office manager and head teacher and an important representative of the school. It is a key post and the holder will be required to:

- represent the school to visitors and persons contacting the school;
- monitor and operate the school entry system;
- record the entry and exit of all visitors using the school's visitors book and badge system;
- appropriately and accurately record all appointments, messages and incoming calls and inform the relevant staff member or person via the appropriate school message system;
- oversee accurate recording of all school registers on the school's database;
- submit attendance data daily to the DfE;
- maintain school diary and daybook;
- coordinate the jobs book/maintenance request system;
- be responsible for the upkeep of the fire records and registers;
- monitor the school's admin email account;
- keep the school mobile up to date with new contacts;
- maintain emergency mobile information for adverse weather and emergency use;
- co-ordinate contact with behaviour mentors using walkie talkies and class alarms, where necessary;
- administer pupil admission procedure, in collaboration with the office manager;
- maintain main pupil office files;
- prepare, issue and archive pupils' home/school books;
- keep records of pupils requiring school lunches according to the established system;
- collate class food orders and place orders with suppliers;
- assist with the ordering and collection of money for staff lunches;
- maintain office scanner / photocopier and consumables;
- be responsible, with the head teacher's authorisation, for ordering items requested by staff according to the school finance system;
- be responsible for the petty cash system;

- type, distribute and keep filed copies of correspondence, reports, meeting notes, school outings lists, class lists and any other documentation required by the office manager, head teacher or directors;
- take minutes at meetings when necessary;
- sort and distribute incoming post and ensure outgoing post is posted daily;
- order taxis as required;
- make appropriate suggestions for improvements to the school secretarial and administration systems.

School secretary person specification

Qualifications

Essential

- GCSE pass or equivalent in English
- fast and accurate touch typing skills
- child protection training

Desirable

- basic first aid
- health and safety training

Work experience

Essential

- minimum of two years working in an office environment
- proficient use of Office 365 suite of products

Desirable

- general school secretarial experience
- knowledge of RM Integris database

Essential knowledge

- a knowledge of child care and development
- some knowledge of learning disabilities in particular autism and ADHD

Essential skills

- ability to multi-task
- good numeracy skills
- good computer skills
- recording and reporting skills

Essential personal qualities

- the ability to plan, organise and prioritise
- the ability to work independently and to use initiative
- high level of integrity and ability to handle confidential data sensitively and securely
- motivation to work with children and young people
- the ability to relate well to and to form and maintain appropriate relationships with children, young people and adults
- the ability to maintain a consistent approach in line with policies and procedures
- the ability to work as part of a team with an understanding of staff roles and responsibilities within the school
- a strong sense of responsibility
- appreciation of the rights, opinions and feelings of others
- a calm but firm manner with a positive attitude to the use of authority
- a flexibility of thought in adapting to new initiatives
- a proactive rather than a reactive approach
- the health and physical capacity to undertake the range of activities relevant to the job, as required by *The Education (Health Standards) (England) Regulations 2003*. This includes (but is not limited to) emotional and physical resilience; the ability to work under stress; a high level of stamina; and the required physical fitness