

School Secretary Job Description

Reports to: Head Teacher, Academy Business Manager (based on academy structure)

Direct reports: None

Core Purpose:

The job of School Secretary provides secretarial and administrative support to the Administration; communicating information to students, parents, staff, ensuring compliance with financial, legal and administrative requirements; and supporting the broad array of services provided to students, parents, instructional and support employees. Promote our culture of high aspiration that is rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ.

Main duties and responsibilities

- Acting as the first point of contact for the Academy.
- Undertake reception duties including response to telephone and personal enquiries
- General liaison and support between pupils, parents, staff and the Headteacher.
- Assist with pupil welfare matters, including contacting parents/carers and staff
- Management of information received in the Office
- Ensure the necessary administrative arrangements are carried out with regard to the processing of invoices, lettings, school meals, purchasing/ordering, stock management and other financial related procedures
- Provide clerical support, this to include photocopying, filing, email and answering routine correspondence
- Maintains a variety of computerised and manual records, files, and databases (e.g. calendars, outstanding supply orders, etc.) for the purpose of documenting activities, providing reliable information
- Operate Pupil Asset and other online platforms to maintain pupil and school databases
- Manage pupil admissions and leavers ensuring procedures are followed for Children Missing in Education (CME)
- Maintain records in relation to data security and safeguarding, complete and submit statutory and other data to external agencies under the direction of the Executive Head Teacher
- Liaise with the Governing Body and members of staff as appropriate
- Undertake typing and word-processing, and take notes of meetings
- Responding to ad hoc requests from staff for reports and assistance.
- Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.
- Management of the school events calendar and associated administration
- To carry out medical procedures/administer medicine and inhalers where required and to carry out First Aid in cases of accidents/injuries and look after sick staff/pupils (provided you have the required training), while arrangements are made. If necessary, accompanying them to a health centre/hospital under the direction of the Head of School. To carry out associated administrative work, including contact with parents and completion of accident forms.
- Undertake bookings for staff training courses, school trips, residentials and parents' evenings

General Information

The job description details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes of the job.

All work performed/duties undertaken must be carried out in accordance with DNEAT and academy's policies and procedures, within legislation, and with regards to the needs of our customers and the diverse community we serve.

Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

The post holder must ensure that they have read, understood and act in accordance with current academy policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion.

Working Time

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent carrying them out and no part of it may be so constructed. In allocating time to the performance of responsibilities and duties you must use directed time in accordance with the school's plans on use of time. This job description will be reviewed as part of the school's performance management procedures. Annual objectives for professional development will also be agreed at this time as well as a review of those set the previous year. Amendments and modifications to the job description may be made after consultation. This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to expected professional responsibilities and duties.