



## The Charvil Piggott Primary School

### School Secretary

#### Job description and main duties:

To provide efficient, effective and confidential administrative services to the school and to assist with resolving enquiries, deal with First Aid and maintain a professional and welcoming Reception for visitors to the School.

#### The key responsibilities:

- Undertake the day-to-day administration/financial duties including dealing with correspondence and telephone calls.
- Be responsible for ensuring Reception presents a professional, yet welcoming, front for the school and deal with any enquiries in a professional and timely manner.
- Receive visitors to the school and deal with their queries, ensuring Safeguarding procedures are followed.
- Ensure that all messages (verbal, paper and electronic) which pass through Reception are communicated accurately, professionally and in a timely manner.
- Provide administrative and secretarial support as required including minutes for the weekly management meeting.
- Provide effective communication to stakeholders: including letters, Newsletters and uploading information on to the website.
- Comply fully with and implement all relevant Health and Safety regulations and risk assessments and deal with any issues arising. Oversee fire alarm testing, sprinkler testing, and maintenance of records and reports.
- Liaise with Technical Support to report IT issues at the primary school site.
- Be a member of the team of school First Aiders, to attend required training and provide necessary first aid cover. Record and administer medication.
- Manage and assist in the planning of the school diary, keep school diary up to date on the website and in newsletters.

- Be part of the attendance team, monitor the attendance of individuals and groups, prepare reports, send home attendance letters and process holiday requests. Maintain class registers.
- Deal with finances, with the support of the finance team: Collate, source and prepare all Primary orders including stationery, classroom consumables, furniture and fixings.
- Check invoices against deliveries and pass for payment.
- Liaise with external companies such as the cleaning company and contractors to organise visits and contracts.
- Arrange and administer the school photographs on an annual basis: individual pupil and class photos.
- Co-ordinate pupil admissions with the Admissions Officer and Wokingham.
- Operate the SIMS system (training will be given)
- Maintain pupil files and maintenance of primary data on SIMS, including uploading information for SEN, IEP, Behaviour, LAC and other information.
- Prepare information for the school census.
- Deal as necessary with aspects of school security – booking maintenance of alarm systems, operation of CCTV.
- Be the school contact for lettings, issuing keys, organising the diary, ensuring safeguarding policies are being followed.
- Assist with Foundation intake, organise tours for prospective parents to view school, welcome evening meeting and organise transition days.
- Provide administration support to teachers in booking a school trip, for example provide letter templates, gain coach quotes, complete funding spreadsheet, collect payments and prepare EV2 forms.
- Book, record and monitor staff training.
- Liaise with CPSA on their activities within the school, bookings, events, cake sales, fundraising activities, etc.
- Record and follow up staff absence.
- Assist in the maintenance of the school website – calendar, letters, and other areas of marketing.
- Any other duties which reasonably fall within the role.

March 2024