



JOB DESCRIPTION

POST TITLE: School Secretary (18 hours per week)

RESPONSIBLE TO: Office & Premises Manager

PURPOSE OF THE JOB:

To operate an effective reception desk and provide administrative support services within the School to ensure the smooth running of the front office, and support school activities.

MAIN RESPONSIBILITIES:

1. To ensure the effective and friendly operation of the front desk for all visitors to the School ensuring all visitor books are completed appropriately and safeguarding guidelines are followed, including escorting visitors when required.
2. To operate the school telephone system: handling calls, forwarding calls, taking and appropriately relaying messages as required.
3. To efficiently deal with all school e-mails sent to the office account.
4. To maintain the electronic school diary.
5. To act as the initial collection point for payments received from pupils and staff and ensure the accurate recording and processing of all online payments in line with school procedures.
6. To maintain pupil records (electronic and paper as appropriate) including the collation and dissemination of data and maintenance of attendance and dinner registers.
7. To manage Parentmail communication to parents as requested by staff.
8. To deal with the administration in connection with new pupils and pupil transfers, including setting them up on relevant electronic systems.
9. To receive all post and deliveries (excluding food) and ensure deliveries are checked against delivery notes and post distributed in a timely fashion.
10. Undertake the posting of outgoing mail.
11. To care for sick pupils, arranging first aid as required or operating as a secondary source of first aid and contacting parents where required.
12. To manage collation, publication and distribution of the school newsletter.
13. Ensure the maintenance of reprographic equipment.

14. To co-ordinate external agencies such school photographs, weights and measures, in school immunisation, bikeability and vision screening.
15. Working in partnership with other staff members to keep the school website updated.
16. To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential sensitive information.
17. To undertake any other duties of a similar level and responsibility as may be required.