

The Heights Primary



Job Specification – School Secretary / P.A.

Reports to: Headteacher

Hours: Full time (37.5 hours per week) – 8am to 4pm
Term time including inset days plus 6 weeks working during the school holidays (0.96 FTE), 39 weeks + 6 weeks + 5 weeks paid holiday

Salary range: £28,296 (pro rata) to £31,059 (pro rata) dependent on experience

Main Purpose:

To carry out administrative, secretarial and reception duties in a helpful, positive and professional manner.

The school secretary plays a crucial role in the running of the school, enabling the school to run smoothly and efficiently.

This pivotal role will have contact with the pupils, staff, parents and others, often being the first experience any of these stakeholders will have of the school.

Key tasks and responsibilities:

Reception duties (shared with other office staff):

- Answer general enquiries via telephone, email and face to face.
- Sign in visitors and issue badges.
- Receive, sort and distribute mail.
- Manage pupils arriving late or departing early.
- Handle school deliveries and collections.

Secretarial / P.A. duties:

- Diary management for Headteacher and general school appointments.
- Administration support: photocopying, filing, completing standard forms and responding to routine correspondence.
- Maintaining all necessary filing systems for office.
- Maintaining and updating the school calendar and website.
- Secretarial support for school staff, Governing Body and other related organisations (e.g. Partnership schools).

School procedures:

- Providing advice and guidance to staff, pupils and others on matters of school administration.
- Maintaining effective administrative procedures and updating as necessary.
- Maintaining manual and computerised pupil records and management information systems (Integris).
- Recording, monitoring and reporting pupil attendance records.
- Analysing and evaluating data/information to produce ad hoc reports as requested.

- Organising school trips: dealing with suppliers, transport, costs, parent communication and payments.
- Contributing to the planning, development and organisation of school support services, procedures and policies. Undertaking research and providing information to inform decisions.
- Completing and submitting required school returns (census, assessments and weekly milk claims).
- Providing administration support for in-year pupil transfers.
- Administration of Reception Class admission each year: arranging visits, communication, liaising with Reading Borough Council, etc.
- Administration for Year 6 leavers, including liaising with destination schools (in due course).
- Assisting with administration of paperwork for SATs.
- Coordination and administration of after-school clubs plus any before school, lunchtime or after school activities.
- Assisting Headteacher and staff with any matters relating to Ofsted inspection.

Facilities and staff management:

- Operation and maintenance knowledge of relevant school equipment.
- Operation of ICT packages.
- Awareness of and compliance with policies and procedures relating to child protection, health and safety, equality, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Assisting with pupil first aid and welfare; looking after sick pupils, liaising with parents/staff etc.
- Assisting Headteacher/class teacher with administration of supply staff.
- Booking staff training.
- Participating in training and other learning activities and performance development as required.

School image and promotion:

- Contributing to the overall ethos, work, values and objectives of the school.
- Producing and distributing weekly newsletter and parent planners.
- Producing school prospectus and handbooks, including photos as necessary.
- Organising school events and liaising with staff, parents, PTFA and outside suppliers.
- Establishing and developing constructive relationships and communications with associated agencies and professionals (Social Care Teams, Health Professionals, Partnership schools, Reading Borough Council, etc).

Undertaking any other duties of a similar nature as required by the Headteacher.

Personal qualities and attributes:

- Punctual, dependable, trustworthy and tactful.
- Discreet and able to maintain confidentiality at all times.
- A professional pride in all aspects of the work and in the school.
- Flexible and adaptable to changing requirements.
- Professional, patient and courteous, with a calm and reassuring manner, a positive attitude and a sense of humour.
- Able to self-evaluate and seek learning opportunities.
- Able to apply common sense, be practical and use initiative.
- Happy to work with and motivate other staff to seek improvement.
- Willing to contribute to whole school development.

Skills:

- Excellent verbal and written communication skills, with the ability to relate well to adults and children.
- Able to work under pressure, plan ahead and prioritise work to ensure deadlines are met; to work constructively as part of a team or independently under own initiative.
- Great keyboard skills with meticulous attention to detail.
- Good numeracy and financial skills.
- Accurate and efficient filing and record keeping.

Experience:

- Proven track record in the role of School Secretary.
- Good working knowledge of relevant policies and codes of practice.
- Proficient in Word, Excel, school database system (Integris) and ready to learn any new systems the school acquires.
- Familiarity and practical skills with office equipment (photocopiers, printers).

The responsibilities within this job specification may be changed from time to time.