



SCHOOL SECRETARY (JUNIOR SCHOOL) JOB DESCRIPTION

ACCOUNTABLE

The School Secretary (Junior School) will report to the Head of the Junior School and, through them, they are ultimately responsible to the Head.

KEY AREAS OF RESPONSIBILITY

The School Secretary in the Junior School performs an essential role in the smooth operation of the school and provides key support services to all the stakeholders, including staff, pupils and parents.

CORE RESPONSIBILITIES

Filing systems and database management

- Set up and maintain filing systems for pupils and staff - paper and electronic.
- Create, maintain and enter information into databases.
- Locate and attach appropriate files to incoming correspondence requiring a response.
- Locate and provide data, as requested.

Pupil attendance

- Track pupil attendance and notify parents of pupil absences.
- Keep accurate pupil attendance records and submit reports to the Key Stage Coordinators, the Assistant Head of the Junior School and the Head of the Junior School, as required.

School processes and procedures

- Manage school processes and procedures to ensure compliance with School policies.
- Provide First Aid and administer medicines to pupils, as and when required, in line with the all training undertaken and related School policies.
- Record all accidents and incidents (staff, pupils and visitors), in accordance with the Health and Safety Policy.
- Report details of all recorded accidents and incidents to the Head of Finance and Compliance and the Head of the Junior School, in preparation for the termly Health and Safety Committee meetings.
- Inform the Designated Safeguarding Leads (DSL), or a Deputy Designated Safeguarding Lead (DDSL) in the DSL's absence, and the Head of the Junior School of any safeguarding issues or concerns.

Schedules and calendars

- Maintain appointment and event calendars.
- Coordinate meetings and events.

Financial duties

- Liaise with the Head of Finance and Compliance in relation to any billing charges.
- Handle any monies collected from staff and pupils from events and liaise with the Facilities Manager (e.g. charity, PTA, etc.)

- Manage the school credit card for ad-hoc purchases in line with guidance from the Head of Finance and Compliance. Ensure budget holders approve purchases and all paperwork is provided to the Facilities Manager for audit trail purposes.

Communications

- Operate electronic mail systems and coordinate the flow of information internally and externally.
- Prepare and distribute appropriate communications where necessary, using emails and ISAMS.
- Prepare a variety of documents including correspondence, event programs and schedules.
- Assist teaching staff organise school trips, booking coaches, etc.
- Manage communications with parents and the school calendar on the ISAMS Parent Portal.

Front desk duties

- Serve as a central information point to the public, pupils and staff regarding school-related matters and procedures.
- Answer incoming calls, provide information, direct calls where necessary and take messages.
- Greet visitors, handle inquiries and direct visitors to the appropriate destination.
- Read, sort and distribute incoming school mail.
- Ensure any visitors to the Junior School comply with the requirements of the School's Child Protection (Suitability of Staff) Policy and Child Protection (Safeguarding) Policy.

Equipment and inventory

- Operate office equipment, including fax machines, copiers, scanners, printers.
- Maintain office equipment in good working condition.
- Track inventory and order supplies.
- Order supplies, in agreement with the Head of Finance and Compliance and/or budget holders, as needed.

GENERIC RESPONSIBILITIES

- Work towards and support the School vision and the current School objectives outlined in the SDP.
- Support and contribute to the School's responsibility for safeguarding pupils.
- Work within the School's Health and Safety Policy to ensure a safe working environment for staff, pupils and visitors.
- Support and contribute to the School's drive towards sustainability and environmental education.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents and colleagues.
- Engage actively in the School's performance management process - assisting in the performance review of colleagues through lesson observation and the setting of teaching objectives.
- Adhere to all School policies and the Staff Code of Conduct Policy.
- Attend meetings when necessary and contribute to the wider community of the School in ways which may be required by the Head and the Board of Governors e.g. Open Mornings, etc.
- Share pastoral concerns on a need to know basis with other members of staff via CPOMS and ISAMS Interventions.
- Support members of staff in maintaining firm but fair discipline, where necessary liaising with Class Teachers/Key Stage Coordinators/Assistant Head of the Senior School/Head of the Senior School, before contacting parents.
- To lead by example, e.g. actively promoting mindfulness/positive mental health around School.
- Undertake other reasonable duties related to the job purpose required from time to time.

NOTES

All job descriptions for members of staff are viewed in relation to the delivery of the School's Strategic Development Plan.

Other tasks may be considered necessary by the Head in view of the changing needs/policies of the school. Some tasks may be modified, delegated or deleted by agreement in the future.