



# An Daras Multi Academy Trust

## Job description (School based)

**Job Title:** School Secretary

**Grade:** £16887 pa pro rata

**Responsible to:** Head of School/Executive Headteacher

**Supervisory Responsibility:** None

### Important Functional Relationships:

**Internal:** Executive Headteacher, Head of School, School Leadership Team, school staff, pupils

**External:** An Daras MAT representatives, Partner Schools, LA representatives, Cornwall Council Departments, Colleges, Suppliers of goods and services, families, visitors to the school.

### Main Purpose of Job:

To provide administrative and clerical support to the School and to be the first point of contact for families and with the general public.

### Main Duties and Responsibilities

1. To welcome visitors, ensuring signing in procedures are followed at all times, to receive and prioritise incoming telephone calls and emails dealing with them appropriately
2. To provide a professional and confidential secretarial service for the school including word processing of correspondence, reports, publications and other documents as required.
3. To sort, distribute and administer incoming and outgoing mail.
4. To update SIMS and other school records ensuring all files remain up-to-date and in accordance with Data Protection (GDPR) legislative requirements and to participate in maintaining back-up systems.
5. To undertake the necessary administration associated with the School's intake of new pupils and pupils leaving the school, ensuring records are forwarded appropriately. To maintain pupil records appropriately ensuring confidentiality with such records.
6. To be responsible for the maintenance of electronic and manual records including completion of returns, reports and statistics as required by ADMAT, Local Authority and/or other third parties. To maintain at all times the utmost confidentiality with regard to such records.
7. To ensure the provision of administrative support in respect of timetables, registers and absences, lettings diary, staff sickness, post book, school meals, school events and outings, medical and dental visits.
8. To organise all arrangements for meetings as required.
9. To organise and maintain the Headteacher's diary, arranging appointments and liaising with the Headteacher regularly to follow up on external and internal communications.

- 10.To be responsible for office organisation including stock control of office stationery and consumables. To maintain the photocopier and ensure photocopying supplies are available.
- 11.To handle the ordering (as approved), receipt and distribution of goods and to obtain information regarding costs and delivery of goods and services.
- 12.To keep the asset management system up to date for the school
13. To undertake administration associated with the collection, collation and distribution of key stage data for each year group within the school.
- 14.To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. ADMAT (Equal Opportunities Policy/Code of Conduct) and national legislation (Health and Safety, Data Protection).
- 15.To adhere to ADMAT Safeguarding Policies
- 16.To maintain confidentiality of information acquired in the course of undertaking duties for the School.
- 17.To be responsible for your own continuing self-development, undertaking training as appropriate.
- 18.To undertake other duties appropriate to the grading of the post as required.

Date Prepared: November 2018

Prepared by: An Daras MAT

## PERSON SPECIFICATION

**Job Title:** School Secretary

**Department:** School based

**Person specification prepared by:** An Daras MAT

**Date:** November 2018

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>Relevant Experience</b>	Good standard of practical skills, knowledge and experience of working in an office environment.  Practical experience of word processing, e-mail & other office electronic applications.	Good standard of practical skills, knowledge and experience of secretarial work within a school/ college environment.  Experience of SIMS.	Application form/ interview
<b>Education &amp; Training</b>	Attainment of GCSE's or equivalent (educated to level 2 standard) to include Maths & English.	Attainment of level 3 qualifications or equivalent (e.g: A Levels, AVCE)  OCR level 2/3.	Application form
<b>Special Knowledge &amp; Skills</b>	Good typing and word processing skills.  Good oral & written skills.  Good organisational skills.  Good communication skills.	Knowledge & use of SIMS	Application form/ interview
<b>Any Additional Factors</b>	Excellent personal presentation.  Professional, tactful & sensitive.  Discreet & confidential  Ability to work on own initiative and within a team. Ability to liaise effectively with external advisors or third parties  Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		Interview