

Job Description

School Secretary

Activity code: 820 Cost centre: 2ADS

Job title	School Secretary	Based at	School
Line Manager	Head of School/Headteacher/Executive Headteacher		
Direct Line Management responsibility	None	Indirect Line Management responsibility	None
Frequent working relationships	Pupils, families, visitors, school staff, Central Team, external agencies		

Main purpose of the role	To provide administrative and clerical support to the School and to be the first point of contact for families and with the general public.
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Duties & responsibilities

For all roles

- Understand and implement all Safeguarding policies and procedures in relation to working with children and young people
- Adhere to all Trust policies and procedures
- Be responsible for own continuing professional development
- Attend meetings as requested
- Maintain confidentiality at all times
- Undertake other duties as appropriate to the level of the role as required

Duties & responsibilities

1. Act as the first point of contact for visitors, ensuring safeguarding procedures (e.g. signing in) are followed at all times.
2. Receive and prioritise telephone calls, emails, and face-to-face enquiries in a professional and courteous manner.

3. Provide comprehensive secretarial support, including word processing of correspondence, reports, and publications.
4. Manage incoming and outgoing post, ensuring effective distribution and filing.
5. Maintain and update the pupil information management system and associated school records, in line with Data Protection (GDPR) legislation.
6. Administer processes for the admission of new pupils and departure of leavers, ensuring records are transferred securely and confidentially.
7. Maintain both electronic and manual records, ensuring accurate reporting to ADMAT, local authorities, and other stakeholders as required.
8. Provide administrative support for timetables, registers, absence records, school events, outings, staff sickness, school meals, and other daily operations.
9. Arrange and coordinate meetings, taking minutes when necessary.
10. Manage the Headteacher's diary, schedule appointments, and follow up on internal and external communications.
11. Oversee office supplies, including ordering stationery, maintaining photocopiers, and managing consumables.
12. Handle the ordering, receipt, and distribution of goods and services, sourcing supplier information as required.
13. Keep the school's asset management system accurate and up to date.
14. Support the collation and distribution of key stage data for all year groups.
15. Take responsibility for personal professional development, attending relevant training as needed.
16. Undertake any other duties appropriate to the grade and role.

Mandatory training

Prior to starting employment

- Child Protection/Safeguarding
- Online safety
- Prevent
- Cyber security
- GDPR
- Equality & inclusion
- Health & Safety awareness (in induction pack)
- Fire awareness (in induction pack)
- Health & Safety induction

Role specific

- Pupil Management System

Prepared by: An Daras Trust

Date: June 2025

Person Specification

School Secretary

Qualifications		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	Attainment of GCSE’s or equivalent (educated to level 2 standard) to include Maths & English	✓				
2.	Attainment of level 3 qualifications or equivalent (e.g: A Levels, AVCE)		✓	✓		
3.	OCR level 2/3.		✓	✓		
4.						
5.						
6.						

Experience		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	Good standard of practical skills, knowledge and experience of working in an office environment.	✓		✓	✓	
2.	Practical experience of word processing, email & other office electronic applications	✓		✓	✓	
3.	Good standard of practical skills, knowledge and experience of secretarial work within a school/ college environment		✓	✓	✓	

4.	Experience of a pupil information management system		✓	✓	✓	
5.						
6.						

Knowledge		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	Knowledge & use of pupil information management system		✓	✓		
2.						
3.						
4.						
5.						
6.						

Skills		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	Good typing and word processing skills.	✓				
2.	Good oral & written skills.	✓				
3.	Good organisational skills	✓				
4.	Good communication skills.	✓				
5.						
6.						

Other		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	Professional, tactful & sensitive	✓			✓	
2.	Discreet & confidential	✓			✓	
3.	Ability to work on own initiative and within a team	✓			✓	

4.	Ability to liaise effectively with external advisors or third parties	✓			✓	
5.	Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.	✓		✓	✓	