



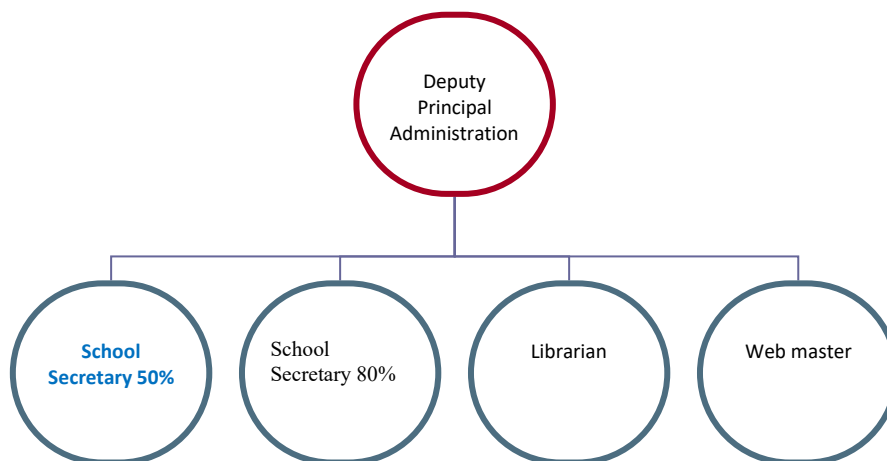
Job Description: School Secretary

Overview

Post	School Secretary (50 %)
Level	Administration
Reports to	Deputy Principal Administration (DPA)
Supervises	-
Responsibility	The reception
Revision date	November 2019

Purpose of post: The School Secretary is the first contact with the outside community. He/she has an administrative support role in the school and works closely with the staff and especially the Deputy Principal Administration in ensuring the smooth running of the school. He/she manages and organises effective communication and resourcing. The secretary is based in the reception area of the school.

Position in the school management



This is a 50% role and the times required in school will be:

Day	Times
Monday	0800-1300
Tuesday	0800-1300
Wednesday	0800-1300
Thursday	Away
Friday	0800-1300

Characteristics of the post holder

- Professional attitude and dress code
- Use of initiative. Proactive in identifying and solving issues
- Open minded and friendly

Responsibilities

The School Secretary is a member of the School Office Team which provides a vital support function in the school's organisation. The School Secretary provides routine secretarial functions according to the School Office prioritised task list.

1. Specific core tasks to role

- Admissions tracking and developing contact with students' previous schools
- Arranging and organising transport; dealing with bus cards and bus service contact
- Management of data base list and student data base on *Quick Schools/Manage back*
- Management of stationary and office supplies
- Monitoring the klassekasse accounts (parent class money)
- Audit/monitoring of resources and supplies
- Making SFO/School lists for invoicing

2. Daily tasks (shared with other secretarial role)

- Initial contact and welcome for visitors, parents and interested parties
- To man the reception from 0800 to 1000 (core reception times)
- Taking messages and passing on information to other staff
- Maintenance of the photocopier
- Post
- Dealing with staff and parents' daily requests and issues
- Attending to day-to-day student medical needs
- Tracking new and interested students
- Reception manning and switchboard
- Initial contact with parents
- Arrangement for cover in the morning
- Management and maintenance of photocopier room
- Management and maintenance of the central school office area including organisation of school brochures, admission forms and further information for visitors
- Management and maintenance of staff room including refreshments
- Courtesy and hospitality for guests and visitors
- School communication to parents including regular newsletters and calendar updates
- Support to the Deputy Principal Administration
- Other duties as required within job remit

Professional development

- First aid
- Secretarial and office skills