



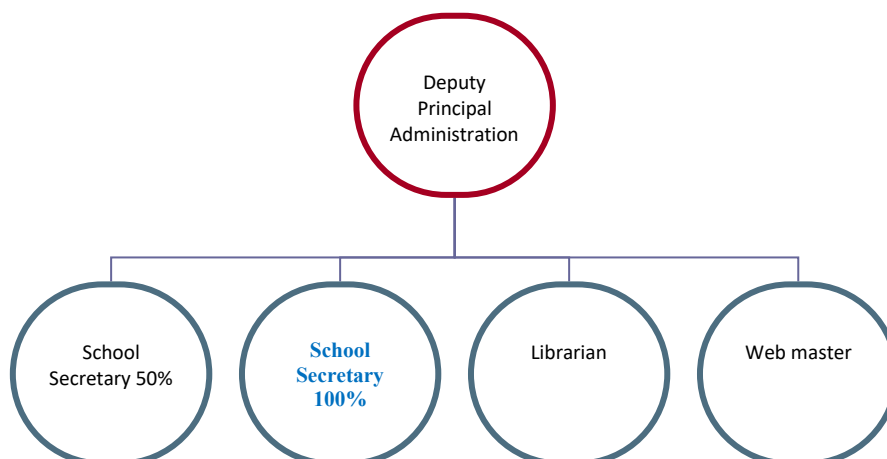
Job Description: School Secretary (100%)

Overview

Post	School Secretary (100 %)
Level	Administration
Reports to	Deputy Principal Administration (DPA)
Supervises	-
Responsibility	The reception
Revision date	April 2023

Purpose of post: The School Secretary is the first contact with the outside community. He/she has a 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 an 100% role in a 0800-1600 position and the times required in school will be:

Day	Times
Monday	0800-1600
Tuesday	0800-1600
Wednesday	0800-1600
Thursday	0800-1600
Friday	0800-1600

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

- GDPR ombud
- To man the reception from 0800 to 1000 and 1400 and 1600 (core reception times)
- Initial contact and welcome for visitors, parents and interested parties.
- Courtesy and hospitality for guests and visitors
- Dealing with staff and parents' daily requests and issues
- Initial contact with parents
- Reception manning and switchboard
- Taking messages and passing on information to other staff
- School communication to parents including regular newsletters and calendar updates.
- Management and production of school brochures, information packs and visitor documents

- Management and maintenance of the central school office area including organisation of school brochures, admission forms and further information for visitors.
- Monitoring and overview of school exits and entrances.

2. Daily tasks (shared with another secretarial role)

- Organising and ordering fruit and milk
- Maintenance of the photocopier and coffee machine
- Post
- Attending to day-to-day student medical needs
- Accident reporting (NAV and insurance company legislation)
- Arrangement for cover in the morning in cooperation with the coordinators
- Management and maintenance of photocopier room
- Management and maintenance of staff room including refreshments.

3. Occasional tasks

- Hall bookings and agreements
- Tracking new and interested students.
- Support to the Deputy Principal Administration
- Translation from Norwegian to English
- ManageBac
- Post positions on NAV and Website
- Support maintenance of website and other PR tasks/marketing
- National tests organisation/administration
- Reporting to SSB
- Other duties as required within job remit.

Professional development

- First aid
- Secretarial and office skills