

Polehampton CE Junior, Infant and Nursery Schools

Let your light shine (Matthew 5:16)

Gratitude - Friendship - Perseverance - Forgiveness - Honesty – Compassion

Job title	School Secretary
Employer	The Keys Academy Trust
Responsible to	Operations Manager
Employment status	Permanent
Grade/Scale/Salary	Grade 4 (7-11)
Hours of work	37 hours per week (Monday to Friday, 08:00 – 15:30); or 10 - 12 hours per week (Tuesday afternoon and all Wednesday) Both roles are term-time only

Safeguarding statement

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to the following:

- Providing a safe environment for children and young people to learn in.
- Identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.
- Undertaking regular training to keep up-to-date with current legislation.

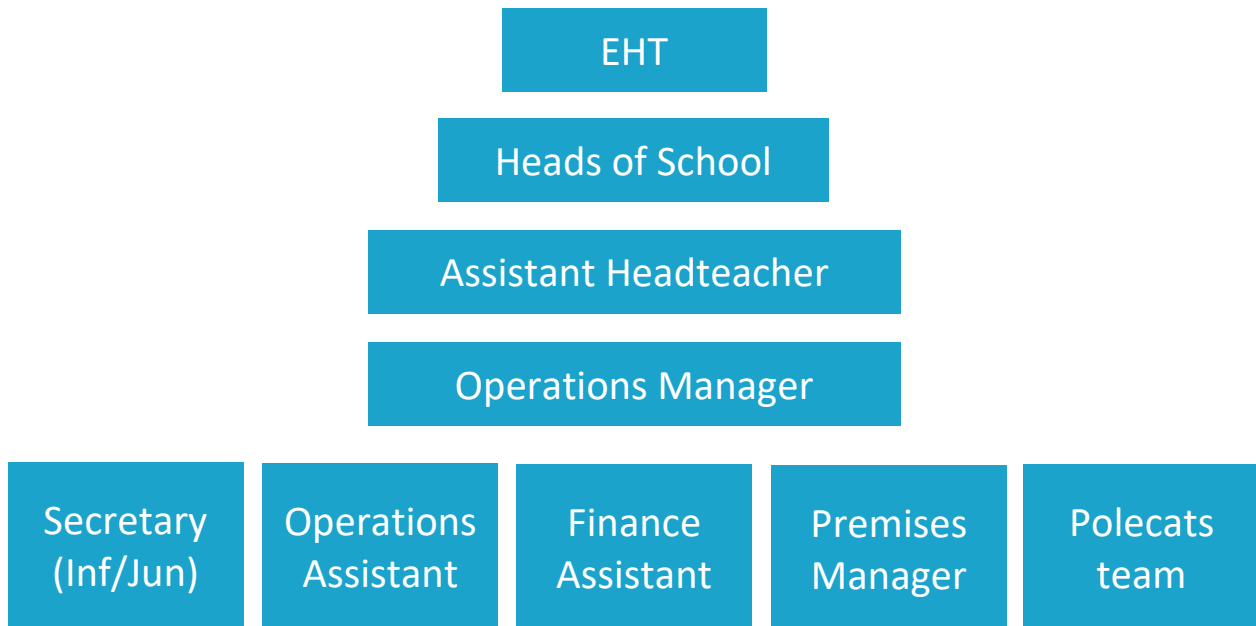
Main job purpose

The School Secretary provides general and operational administration support to the school's Operations Manager and SLT, including receptionist and other admin duties, all with the goal of supporting the smooth and efficient operation of the school.

In detail:

- To undertake all administration and organisation tasks to support the school's objectives.
- To be a main person for contact between families or other stakeholders and the school.

Organisation Chart



Job Description

1. Reception

- 1.1 Welcome visitors.
- 1.2 Manage the reception area.
- 1.3 Answer telephone enquiries.
- 1.4 Respond to email enquiries.
- 1.5 Manage visitor sign-in procedures, in line with safeguarding procedures.
- 1.6 Process incoming and outgoing post.

2. Administration

- 2.1 Produce correspondence and documentation.
- 2.2 Maintain pupil records.
- 2.3 Support admissions administration.
- 2.4 Process school communications.
- 2.5 Maintain filing systems.
- 2.6 Maintain office equipment.
- 2.7 Update and manage the school's global calendar.
- 2.8 Collate and record school lunch numbers and communicate with the catering company.
- 2.9 Manage attendance, including the maintenance of registers and absences through the school's MIS attendance module/school database.
- 2.10 Manage and support wraparound care and nursery administration and enquiries.
- 2.11 Managing bookings, e.g. wraparound care, clubs, music teachers, photographers, supply cover, school nurse visits and parents' evenings.
- 2.12 Collate and record OSC attendee numbers and communicate this to the OSC supervisor and deputies daily (for BSC and ASC).
- 2.13 Manage medical needs registers and other compliance/forms.
- 2.14 Completing returns as required for statutory and other purposes (including census).
- 2.15 Manage and organise completed forms from parents and carers.
- 2.16 Update and distribute online and offline communications (e.g. letters, newsletters, social media posts etc.) to parents, staff and other stakeholders.
- 2.17 Assist with marketing and promoting the school.
- 2.18 Support the schools' lettings offer (e.g. clubs for pupils).

3. Pupil administration

- 3.1 Record attendance information, in line with legal responsibilities.
- 3.2 Process pupil data.
- 3.3 Be first aid trained, and support the administration of first aid.
- 3.4 Maintain pupil contact information.
- 3.5 Administer basic first aid (if required) and coordinate medical responses or first aider if needed (this includes acting as a witness to medicines).

4. Systems, processes and administration

- 4.1 Complete daily activities for census, admissions, attendance, trips and other systems.
- 4.2 Ensure effective and efficient administration and office systems across the school.
- 4.3 Coordinate school transport and educational visits administration where appropriate.
- 4.4 Report any issues with the school's IT systems.

5. Communication

- 5.1 Maintain effective relationships with Trust central teams, school staff and parents.
- 5.2 Liaise with external agencies.
- 5.3 Promote excellent customer service for parents and visitors.

6. Supporting the wider work of the school

- 6.1 Actively support the school's and Trust's equal opportunity policies, and ensure that all pupils have equal access to opportunities to learn and develop.
- 6.2 Attend relevant meetings (including admin support meetings and staff meetings) and carry out any other relevant administrative tasks as directed by a line manager.
- 6.3 Take responsibility in developing own continuing professional development.
- 6.4 Actively contribute to the SEF and SIP, making meaningful and considered suggestions in areas where the school requires them most.
- 6.5 Work, as required, with the SLT and be a positive and proactive advocate of the school's continued progress and success.

7. General

- 7.1 Undertake other duties appropriate to the grade of the post, as allocated by the SLT or TKAT central team.
- 7.2 Maintain confidentiality at all times.
- 7.3 Set a good example in terms of dress, punctuality and attendance.
- 7.4 Safeguard the welfare of all pupils and staff.
- 7.5 Support the wider life of the school.

Person Specification

Key:

- E = Essential; D = Desirable; MOA = Method of Application.
- A = Application; I = Interview and assessment; R = Reference; C = Certificate.

Qualifications and Training	E	D	MOA
Suitable qualifications (e.g. GCSE or equivalent), including Mathematics and English.	X		A/C
Relevant training or qualifications.		X	A/C
Able to demonstrate good educational standard and relevant work experience.		X	A/C
Safeguarding training		X	A/C
First aid		X	A/C
Skills / abilities	E	D	MOA
Excellent communication and interpersonal skills.	X		A/I/R
Excellent written and verbal communication.	X		A/I/R
Excellent attention to detail.	X		A/I/R
Maintain confidentiality at all times.	X		A/I/R
Experience	E	D	MOA
Experience of the procurement process.	X		A/I
Experience of making changes to continuously make improvements.		X	A/I
Experience of working effectively with a wide range of external partners and agencies.	X		A/I
Experienced in the use of spreadsheets and systems.	X		A/I/R
Personal qualities	E	D	MOA
Ability to work constructively as part of a team.	X		A/I/R
Calm under pressure, adaptable and energetic.	X		A/I/R
A kind, warm and caring person with a sense of responsibility and purpose.	X		A/I/R
Good organisation skills, attention to detail.	X		A/I/R
An ability to use initiative and prioritise work.	X		A/I/R
Being accurate and well organised in approach to work.	X		A/I/R
Excellent time management skills.	X		A/I/R
Ability to work under pressure while remaining calm.	X		A/I/R
A good sense of humour and a positive outlook on life and challenges.	X		A/I/R
Flexibility and use of initiative.	X		A/I/R
Knowledge and skills	E	D	MOA
An understanding of key principles and the aptitude to develop and apply these further.	X		A/I/R
An ability to analyse data and evidence of higher-level IT skills (particularly MS Office).		X	A/I/R
An ability to keep abreast of and interpret legislation and regulations.		X	A/I/R
Ability to work to a deadline.	X		A/I/R
Good level of analytical, written and oral communication skills.	X		A/I/R
Ability to contribute positively to a team.	X		A/I/R
Other Work Requirements	E	D	MOA
A commitment to safeguarding and promoting the welfare of all pupils and the willingness to undertake appropriate child protection training when required.	X		A/I/R
Committed to equality of opportunity.	X		A/I/R
Suitability to work with children.	X		A/I/R
Participate in training and development activities.	X		A/I/R
Understanding of the wider community and willingness to engage with out-of-school activities (e.g. school fayres).	X		A/I/R