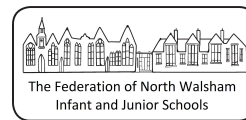


# Job Description and Person Specification



## Secretarial Assistant

Job details	
<b>Job title</b>	<b>Secretarial Assistant</b>
<b>School</b>	<b>The Federation of NWJIS</b>
<b>Grade</b>	<b>Scale D</b>
<b>Responsible to</b>	<b>Executive Headteacher</b>
<b>Effective date</b>	<b>May 2026</b>
<b>Hours per week</b>	<b>26 hours, term time plus one week</b>
<b>Hours of work</b>	<b>Monday to Thursday, 9am- 2pm; Friday 9am-4.00pm with a one hour lunch.</b>

Principal Accountabilities	
Accountability	
<p>To undertake general secretarial duties of a routine nature which could include:-</p> <ul style="list-style-type: none"> <li>a) Manage the online collection and receipt of payments e.g. online school trip payments, music tuition fees, school club payments and bank money for charity donations</li> <li>b) Manage the ordering and administration of payments for school meals, liaising with the catering team</li> <li>c) Processing routine orders, invoices and other processing data; liaising with the Trust Finance team</li> <li>d) Personnel/staffing administrative matters, for example, maintaining confidential staff records, overtime claims etc. in the absence of other office staff</li> </ul>	<b>1</b>
To undertake routine financial procedures.	<b>2</b>
To open and distribute incoming email and postal mail, dispatch outgoing mail and assist with general postal arrangements.	<b>3</b>
Maintain and update the school's management information database, as appropriate.	<b>4</b>
To support the school office team in an administrative capacity, covering tasks such as the recording of attendance in the absence of colleagues. To receive and reply promptly to any telephone and other messages, dealing as appropriate with routine enquiries.	<b>5</b>
To undertake basic word processing and other IT based tasks, both of a general nature as may be required to meet the needs of the school, for example the use of Google Suite to produce relevant documents, including surveys and forms. Provide basic secretarial support as required.	<b>6</b>

## Job Description and Person Specification



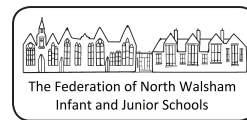
### Secretarial Assistant

Record any behaviour or safeguarding concerns on our online recording system, CPOMS.	<b>7</b>
Communicate effectively with parents and carers, in line with the ethos of the school.	<b>8</b>
To undertake any other duties that are within the scope of the post, as determined by the Executive Headteacher.	<b>9</b>

Person specification	
Essential	Desirable
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>NVQ 2 or equivalent in relevant discipline.</li> <li>Good numeracy/literacy skills.</li> </ul>	First aid training.
<b>Experience</b>	
<ul style="list-style-type: none"> <li>General or secretarial and administrative work.</li> </ul>	
<b>Skills/knowledge</b>	
<ul style="list-style-type: none"> <li>Effective use of ICT.</li> <li>Use of relevant equipment/resources.</li> <li>Good keyboard skills.</li> <li>Knowledge of relevant policies/codes of practice/legislation.</li> <li>Ability to relate well to children and adults. Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.</li> <li>Ability to identify own training and development needs and co-operate with means to address these.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and experience in using Google Suite</li> <li>Knowledge and experience of using Arbor</li> <li>Knowledge and experience of using Hoge</li> </ul>

General information
<ul style="list-style-type: none"> <li>Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times.</li> <li>Job holders must ensure that they have read, understood and act in accordance with current school and Trust policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion.</li> </ul>

## Job Description and Person Specification



### Secretarial Assistant

---

- All work performed/duties undertaken must be carried out in accordance with relevant Trust, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve. This includes the Trust Staff Code of Conduct.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.