



Central Bedfordshire Council

Job Description

Job Title: School Secretary

Responsible To: Office Manager

Job Purpose: To be responsible for the smooth running of the school office, providing a full secretarial service for the headteacher and teaching/support staff.

Main duties and responsibilities:

1. To provide administrative and secretarial support to the Headteacher and Leadership Team, including typing/word processing, taking minutes, making, and receiving telephone calls, making diary appointments and making arrangements for hospitality.
2. To open, sort and distribute post and deliveries.
3. To operate the school telephone and e-mail systems.
4. To undertake reception duties and deal with general enquiries from visitors, parents, etc.
5. To prepare school documents for parents, governors, and others.
6. To undertake data input and maintain up to date records on pupil information on Schools MIS.
7. To deal with administration in connection with new pupils and pupil transfers, including liaising over transport matters where necessary.

8. To undertake administrative duties in respect of pupil attendance, including following up of individual absences, in accordance with school absence policy.
9. To maintain stocks of stationery, first aid and office supplies and oversee stocktaking.
10. To undertake administrative duties in respect of free school meals.
11. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
12. To undertake any other duties of a similar level and responsibility as may be required.