

# HILLBOROUGH INFANT AND NURSERY SCHOOL

## JOB DESCRIPTION

**TITLE:** School Secretary to the Headteacher and SLT

**SCHOOL:** Hillborough Infant & Nursery School

**RESPONSIBLE TO:** Headteacher

**GRADE:** L4

### PURPOSE OF POST:

- This is a key post within the school, which requires dedication and a highly efficient and responsible approach. It requires working closely with the Headteacher and being able to give the Headteacher's requirements first priority.
- The post therefore calls for the ability to work on one's own, to use judgment and initiative. The ability to remain calm and controlled under the pressures of working in a very demanding and constantly changing environment is also essential.
- As the first point of contact for the School, Headteacher and SLT, it is essential that the post holder has a manner, which inspires confidence.

**ORGANISATION CHART:** Headteacher

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School Secretary – to the Headteacher and SLT

### PRINCIPAL RESPONSIBILITIES:

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- To provide confidential, personal and administrative support to the Headteacher and to be the first point of contact for people wishing to contact the Headteacher.
  - Draft reports for the Headteacher as required and prepare communications.
  - To maintain confidential files to ensure that the Headteacher has access to the most up-to-date information and that appropriate files are made ready and given to the Headteacher in advance of meetings on a daily basis.
- Through regular contact with the Headteacher and Leadership Team to be aware of, and sympathetic to, the best interests of the school and to communicate these to parents and the wider community as required.
- Provide a full secretarial service to the Headteacher and Senior Leadership Team (SLT), including word-processing a wide range of documents, taking and receiving telephone messages, dealing with incoming and outgoing mail, e-services and making whole school calendar appointments.
- Operate computerised/E-Systems/cloud based management information systems, in line with good practice, to support the effective administrative and management of the school, supporting the production of statutory returns and data and analysing these as required.

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- Administer the school's recruitment, selection and appointment process in liaison with the Headteacher, the Senior Leadership Team and the school's personnel provider.
- Safeguarding: working with the Leadership Team, ensure the accuracy, monitoring and maintenance of the single central record.
- Provide support and necessary documentation in relation to the Governing Body and liaise with the Chair of Governors and the Clerk to the Governing Body

### **DIMENSIONS:**

**Supervisory Management:** Work with and support Admin Team

**Financial Resources:** N/A

**Physical Resources:** Office equipment

**Other:** N/A

**CONTEXT:** All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006.

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences, which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However, in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the School / Authority.

**Disclosures are handled in accordance with the DBS Code of Practice, which can be accessed via [www.disclosure.gov.uk](http://www.disclosure.gov.uk)**

*'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.'*

**Physical Effort:** N/A

**Working Environment:** N/A

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## Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	<ul style="list-style-type: none"> <li>• Demonstrable secretarial/administrative experience.</li> <li>• Demonstrable experience in the use of IT/E-Services/management systems, i.e. word processing, spreadsheets and database packages.</li> </ul>	1,2 1,2	<ul style="list-style-type: none"> <li>• Some experience of modern office/management systems – Google, Microsoft Office, including Word.</li> <li>• Some experience of working with an Admin Team / Reception services.</li> <li>• Experience of working in a school environment is desirable for this post.</li> </ul>	1,2 1,2 1,2
Skills/Abilities	<ul style="list-style-type: none"> <li>• Able to develop constructive working relationships with all school staff.</li> <li>• Able to helpfully deal with and give accurate information to visitors, colleagues, parents, pupils, etc.</li> <li>• Able to organise workload to meet conflicting demands and deadlines.</li> <li>• Able to write straightforward reports, read and comprehend written information that may not be straightforward.</li> <li>• Able to add, subtract, multiply and divide figures, calculate percentages and reconcile expenditure.</li> <li>• Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English</li> </ul>	1,2 1,2 1,2 1,2 1,2,5 1,2,5		

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<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Able to form appropriate relationships with young people.</li> </ul>	1,2		
<b>Equality Issues</b>	<ul style="list-style-type: none"> <li>• Able to recognise some forms of discrimination, which commonly exist.</li> </ul>	1,2		
<b>Specialist Knowledge</b>			<ul style="list-style-type: none"> <li>• Some knowledge of SIMS / other operating systems software.</li> </ul>	1,2
<b>Education and Training</b>			<ul style="list-style-type: none"> <li>• First aid qualified.</li> </ul>	1,4
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Willing to undertake training and development activities.</li> <li>• Willing to undertake first aid training and apply this in school.</li> <li>• Willingness to adjust working arrangements to suit the changing needs and demands of the school (occasional).</li> </ul>	1,2  1,2  1,2  1,2		

**( 1 = Application Form   2 = Interview   3 = Test   4 = Proof of Qualification   5 = Practical Exercise )**

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.

CVs will not be accepted for any posts based in schools.