

Polehampton CE Infant School

Polehampton CE Junior School

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	Grade/salary range	Grade 4
Employment status	Permanent	Hours of work	37.5 hours per week

Scope		
Financial Accountabilities	NO	
• Budgets directly controlled	NO	
• Budgets monitored on day-to-day basis	NO	
Responsibility for staff	NO	
Management of Physical Assets	NO	

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.

Job Description

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.

Secretary and receptionist duties

- Act as the school receptionist, including the following:
 - Meet visitors and other stakeholders to the school.
 - Deal with general enquires (on the phone, via email and in person).
 - Take messages and be a liaison between staff and other stakeholders.
 - Sign in/out visitors and groups.
- Provide secretarial support to all staff.
- Ensure sensitive material is handled sensitively.
- Provide general clerical/administrative support including emailing and managing correspondence.
- Undertake word processing, data entry and other ICT-based tasks, e.g. work with finance systems, MIS, MS

Office and the internet. This includes additional software and packages used by the schools.

- Complete administrative tasks as necessary. This may include, but is not limited to:
 - Filing paperwork
 - Organising
 - Photocopying
 - Distributing mail and other communications
 - Supporting the administrative tasks of other team members, on occasion.
 - Assisting with communication organisation
- Update and manage the school's global calendar.
- Collate and record school lunch numbers and communicate with the catering company.
- Manage attendance, including the maintenance of registers and absences through the school's MIS attendance module/school database.
- Deal with parental, staff, governor and pupil enquiries, and act as a link between them and the teaching staff having a high regard for confidentiality, tact and diplomacy.

Administration

- Managing bookings e.g. clubs, music teachers, photographers, supply cover, school nurse visits and parents' evenings.
- Manage medical needs registers and other compliance/forms.
- Administer basic first aid (if required) and coordinate medical responses or first aider if needed (this includes acting as a witness to medicines).
- Completing returns as required for statutory and other purposes (including census).
- Manage and organise completed forms from parents and carers.
- Report any issues with the school's IT systems.
- Organise and distribute incoming and outgoing post.
- Keep track of office stock supply levels and work with Finance Assistant for ordering and checking incoming orders.
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Write and send email responses that are professional and uphold the school's vision and values.
- Update and distribute online and offline communications (e.g. letters, newsletters, social media posts etc.) to parents, staff and other stakeholders.
- Assist with marketing and promoting the school.
- Support the schools' lettings offer (e.g. clubs for pupils).
- Work with and maintain administrative systems, ensuring that maximum efficiency is achieved.
- Be familiar with data protection legislation and how it will impact upon the school's practices.
- Handle sensitive and/or confidential data, in adherence with relevant data protection regulations and school expectations.
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Polecats OSC

- Manage Polecats OSC administration of late bookings.
- Support Polecats OSC by managing ad-hoc enquiries.

Supporting the wider work of the school

- Safeguard the welfare of all pupils and staff.
- Provide advice and guidance to staff, pupils and others. This includes liaising with parents, where appropriate.
- Comply with key policies and procedures relating to child protection, health, safety, welfare, security, confidentiality, data protection, Prevent and whistleblowing, reporting any concerns to the appropriate person.

This includes supporting leaders who are developing the policies by providing guidance on how a policy decision may affect their role.

- 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.
- Effectively identify and manage any reputational risks faced by the school.
- Work with the relevant staff within the school and delegate tasks appropriately.
- Attend relevant meetings (including Ops Manager support meetings and staff meetings) and carry out any other relevant administrative tasks as directed by a line manager.
- Support the school’s strategic goals.
- Promote the highest standards of business efficiency within the administrative function of the school.
- Ensure the highest and most effective use of resources, which positively contribute to the school’s learning objectives.
- Contribute to, and model, the school’s vision, values, learning styles, leadership styles and ethos.
- Work, as required, with the Operations Manager and be a positive and proactive advocate of the school’s continued progress and success.
- Set a good example in terms of dress, punctuality and attendance.
- Comply with any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the post holder.

Working with colleagues

- Work with the admin teams to ensure efficient and effective running of the general office as one of the school’s main points of public contact.
- Support and maintain collaborative, productive working relationships with school staff and professionals from external agencies.
- Contribute to, and support the work of, other adults within the school.
- Take responsibility in developing own continuing professional development.
- Attend specific CPD training and be prepared to feed back to other staff.
- Undertake any other duties commensurate to the post, as allocated by the SLT or TKAT central team.

Person Specification

Qualifications and Training	Essential	Desirable	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
Competence Summary	Essential	Desirable	MOA
Skills / abilities			
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
Understanding of the wider community and willingness to engage with out-of-school activities (e.g. school fayres).	X		A/I/R
Ability to use basic technology, e.g. iPad, camera, photocopier, video recorder, computer.	X		A/I/R
Experience	Essential	Desirable	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	Essential	Desirable	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.	X		A/I/R
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
Ability to negotiate and influence.		X	A/I/R
Knowledge and skills			
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 analytical skills.	X		A/I/R
Good level of written and oral communication skills.	X		A/I/R
Ability to contribute positively to a team.	X		A/I/R
Work-related Personal Requirements	Essential		
Committed to equality of opportunity.	X		A/I/R
Other Work Requirements	Essential		
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
Suitability to work with children.	X		A/I/R
Participate in training and development activities.	X		A/I/R

Key: MOA=Method of Application, A=Application, I=Interview and assessment, R=Reference, C=Certificate