



## St Paul's C of E Junior School Job Description – School Secretary

School:	St Paul's Church of England Junior School
Grade:	Grade 5

### Principle Responsibilities

Administrative duties; receptionist duties – promoting a welcoming environment; promoting and supporting effective communication within school and with parents and other stakeholders, promoting and supporting effective day-to-day organisation within school.

### Role

To support the Headteacher and school staff by undertaking high quality administrative and organisational processes as required; contribute to the planning and development of support services; contribute to the smooth running of the school office; use initiative and manage role with minimal supervision. Specifically:

- Act as the first point of contact for visitors, parents and pupils – both in person and on the telephone, in a courteous, professional, calm and friendly manner.
- To operate relevant IT systems, such as Microsoft Word, Excel, Publisher and Outlook, ParentMail, SIMS and the internet as appropriate.
- Update, manage and maintain the SIMS administration network – including inputting electronic data, preparing and submitting returns such as the termly census.
- Act as a Line Manager to front office administrators
- To assist in the development and updating of the school website and Outlook diaries.
- To provide secretarial services to the Headteacher and teaching staff including, letters, order of service sheets etc.
- Oversee extra-curricular clubs and activities, liaising with parents and providers.
- To monitor daily pupil absenteeism and send alerts to relevant parents.
- To track attendance and chase absence information from parents, produce reports for the Headteacher and liaise with Education Welfare Officer over absences causing concern.
- To administer minor first aid when necessary; to undertake initial and refresher first aid training. To look after sick and injured pupils, liaising with staff and parents.
- To support the preparation of the Headteacher's newsletter to parents.
- Support the organisation of school events through effective communication, carrying out administrative duties, providing organizational support and arranging tickets where required.
- To be aware of and comply with all policies and procedures relating to child protection, safeguarding, health and safety, security, equal opportunities, confidentiality and data protection, reporting all concerns to an appropriate person.
- Produce report covers and assist in the compiling of pupil's annual reports.
- Process applications for new starters and leavers including electronic transfer of information, liaise with Wokingham Borough Council to ensure all school places are full if possible.
- Monitor free school meal entitlement.
- Prepare new entrants' visit packages.
- Compile a whole school medical register and distribute to teaching staff.
- Produce contextual reports for the Headteacher each term using SIMS reporting.
- To undertake any other duties that are within the scope of the post.



## St Paul's C of E Junior School Person Specification – School Secretary

**When completing your application, please ensure you provide clear examples of how you meet the essential and desirable criteria.**

Attributes	Essential	Desirable
<b>Experience</b>	Proven experience of working in a busy office environment and knowledge of general office procedures and practices.	Experience of SIMS.net package
	Excellent, working knowledge of Microsoft Word, Outlook, Excel & Publisher.	Experience of extracting and analysing data from information database.
	Good standard of literacy.	Excellent working knowledge of mail merge.
	First aid certificate or willingness to undertake first aid training.	
	Able to accurately input and retrieve information from databases and other information systems.	
<b>Personal Qualities</b>	A good understanding of the importance of the "front of house" role.	Be creative.
	Well organised and the ability to prioritise effectively.	
	Helpful with a calm and professional manner.	
	Ability to interact with a wide range of people, both in person and over the telephone including parents, staff, children and official visitors.	
	Good attention to detail and accuracy.	
	Excellent interpersonal skills.	
	Ability to stay calm under pressure.	
	Excellent team player, but able to work effectively on own when necessary.	
	Ability to work in a busy office environment that at times requires a high level of concentration whilst coping with frequent interruptions.	
Good sense of humour.		