



## ***JOB PROFILE***

---

<b><i>Post Title</i></b>	School Secretary
<b><i>Directorate</i></b>	Primary School, Education and Employment
<b><i>Responsible to</i></b>	Headteacher
<b><i>Responsible for</i></b>	<i>None</i>
<b><i>Grade</i></b>	B

### ***Job Purpose***

Responsible to the Head Teacher for assisting in the running of the school office and giving support to teaching staff and students as required.

### ***Key Tasks***

1. Provide a first point of contact by receiving and addressing visitor enquires by telephone or in person, redirecting enquires as considered appropriate.
2. Undertake administrative duties which include collating and distributing information and correspondence to parents and staff.
3. Provide secretarial support to meetings as directed by the Headteacher, which includes taking minutes.
4. Carry out photocopying, binding, laminating and other related services using the facilities as required.

Undertake various tasks in SIMs which include: entering student data as required, maintaining attendance data for students, exporting attendance, behaviour and achievement reports as required.

5. Assist with school fundraising events and count, keep record and secure funds raised
6. Assist Deputy Headteacher with duties relating to the school library including issuing, cataloguing and cleaning of books.
7. Assist with the supervision of pupils in the playground and on school visits as required.



## JOB PROFILE

---

8. Undertake the duties of Designated First Aider in the school which includes assisting with the administering of medication to students, contacting parents when their child becomes ill as directed by School Leadership and maintaining the log book accordingly.
9. Liaise with the bus contractor, organising bus bookings for school visits, changes to bus schedule etc.

### Key Responsibilities

1. Responsible for recording on a daily basis all incoming and outgoing correspondence including liaising with the General Maintenance Technician/Driver for the receipt of mail to the school office and the despatch of mail.
2. Assist Headteacher with receiving and issuing stores ensuring that there is an adequate supply available and liaising with the Headteacher when it needs replenishing.
3. Responsible for preparing LPO's and requisitions for signing by the Headteacher.
4. Responsible for cash from the PTA activities valuing approximately £1000.
5. Oversee the school office during school holidays.
6. Manage leave and sickness absence for all teachers within the School.
7. Responsible for carrying out duties associated with fire drills as directed by Line Manager.
8. Responsible for maintaining the School's Inventory Records and conducting inventory checks.

### Core Competencies

- Professional Development  
*N/A*
- Planning & Delivery of Work  
*Work is produced on time and to a good quality standard.*
- Analysis and use of Information  
*Capable of resolving day-to-day problems with own work or refer to manager when necessary.  
Attentive to detail and capable of interpreting basic written information*
- Decision Making  
*N/A*
- Working with Others  
*Receptive to feedback from others and maintains good working relationships with colleagues*
- Communication



## JOB PROFILE

---

*Good oral and written communication and ability to record factual information accurately*

- Influencing and Persuading  
*Team player, receptive to constructive feedback and seeks clarification when necessary. Confident in expressing difference of opinion in a constructive manner.*
- Dealing with Change  
*Flexible and adaptable to change*
- Continuous Improvement  
*Willing to learn and develop in job role*
- Managing Resources  
*Promotes and enforces appropriate business rules.  
Deals with varied situations with limited guidance.*

### Special Conditions

- Dealing with sick children including cleaning, provide first aid and contacting parents or guardians
- Officer may have to do some light lifting of supplies and materials from time to time.
- Flexible working hours may be applied to this post depending on the needs of the school.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.



## PERSON SPECIFICATION

### Qualifications, skills, abilities, experience and competencies required for the role

	Essential/ Desirable	Application	Interview	Assessed
<b>Qualifications</b>				
GCSE Maths and English at Grade C or above	E	✓		
GCSE in Information Technology with grade C or above	D	✓		
<b>Skills &amp; Abilities</b>				
Basic statistical analysis	D		✓	✓
Intermediate IT skills including Microsoft programmes	E	✓	✓	✓
Able to produce accurate and clear written communication	E	✓		✓
Good minute taking skills	E		✓	✓
Good organisational skills	E		✓	✓
Good communication and customer care skills and able to deal with people from diverse backgrounds	E		✓	✓
Financial and administration skills	E	✓	✓	✓
<b>Experience</b>				
Work experience in an administrative role	E	✓	✓	✓
Cash handling	E	✓	✓	✓
Experience of working in a school environment	D	✓	✓	✓
A minimum of 1 years' experience in an office environment	D	✓	✓	✓



<b>Core Competencies</b>				
Professional Development (i)				
Planning and delivery of work (i)				
Analysis and use of information (i)				
Decision making (i)				
Working with others (i)				
Communication (ii)				
Influencing and persuading (ii)				
Dealing with change (i)				
Continuous improvement (i)				
Managing Resources (ii)				
<b>Job Competencies</b>				
Understanding of basic office procedures and school protocols	E			
<b>Personal attributes</b>				
Self-motivated	E		✓	✓
Effective team player	E		✓	✓
Ability to apply objective judgement	E		✓	✓
Honest, trustworthy, reliable and must maintain confidentiality	E		✓	✓