



# JOB PROFILE

<b>Post Title:</b>	School Secretary (Primary)
<b>Portfolio:</b>	Education, Skills and Employment
<b>Responsible to:</b>	Headteacher
<b>Responsible for:</b>	N/A
<b>Grade:</b>	Band B

## Job Purpose

To improve the lives of all within our community and help the island thrive by providing efficient support to the relevant primary school by managing the school office and undertaking duties as required to support Headteacher, staff, pupils and the operations of the school.

## Main Duties and Responsibilities

1. Be a first point of contact by receiving and addressing visitor enquires by telephone or in person and redirecting enquires as considered appropriate.
2. Undertake administrative duties which include
  - a. Collating and distributing information and correspondence to parents, pupils and staff which includes drafting letters
  - b. Providing secretarial support to meetings as directed by the Headteacher, which includes taking minutes
  - c. Carry out photocopying, binding, laminating and other related services using the facilities as required
  - d. Responsible for recording on a daily basis all incoming and outgoing correspondence including liaising with the General Maintenance Technician for the receipt of mail to the school office and the despatch of mail
  - e. Liaise with the Bus Contractor, organising bus bookings for school visits, changes to bus schedule, etc.
3. Undertake various tasks in SIMs which includes:
  - a. entering student data as required,
  - b. maintaining attendance data for staff and students,
  - c. Managing leave and sickness absence for all teachers within the school including inputting data onto the HR21 system.
  - d. exporting attendance, behaviour and achievement reports as required.
4. Support the school by undertaking duties pertaining to finance as follows:
  - a. Assist with school fundraising events and be responsible for counting, keeping record of and securing funds as directed by the Head Teacher
  - b. Responsible for preparing LPO's and requisitions for signing by the Headteacher which includes price inquiry and securing goods
  - c. Under the direction of the Headteacher submit authorised invoices to administration to process payment.



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5. To support the promotion of a love of reading and literacy the officer will
  - a. In liaison with the Headteacher or Deputy Head, undertake duties relating to the school library including issuing, cataloguing and cleaning of books;
  - b. Be a member of the Public Library Working Group and contribute to planning, organising and delivering holiday activities in the Public Library as required in liaison with the Librarian
  - c. Undertake relevant training and development in library duties.
6. To support school activities and operations the officer will
  - a. Assist with the supervision of pupils in the playground, on school visits, during school event and activities and on the Nursery home run as required
  - b. Assist with the planning, preparation and organisation of school events under the direction of the Headteacher
  - c. Assist with extra-curricular activities as required
  - d. Promote the discipline and welfare of all pupils
  - e. Assist with displays to enhance the school environment.
7. 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.
8. In liaison with the Headteacher undertake the following duties in relation to overseas orders and school stores:
  - a. Research items to identify best value and quality
  - b. Collate annual overseas orders for submission to Business Support Officer
  - c. Assist the Headteacher with receiving and issuing stores ensuring that there is an adequate supply available and liaising with the Headteacher when it needs replenishing.
9. Oversee the school office/staffroom and ensure relevant information is displayed and updated
10. Have responsibility for opening and securing the school premises during the school holidays
11. Is the school's designated Fire Warden and has responsibility for carrying out duties associated with fire drills as directed by Line Manager
12. Assist the Headteacher with maintaining the school's Inventory Records and conducting inventory checks as required
13. Maintain a professional manner both within the school and the wider community. This includes compliance with SHG, Portfolio and School policies.



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## Special Conditions

- 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
- Supports the school in promoting the discipline and welfare of all pupils which includes:
  - Attending to personal and physical needs such dealing with sick children including cleaning, providing first aid and contacting parents or guardians
  - Dealing with pupils/students with challenging behaviour
- Managing irate parents/guardians

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.

## Core Competency Framework

Competency	Level
<b>Professional Development:</b> N/A	
<b>Planning &amp; Delivery of Work:</b> Plans and organizes work to meet objectives whilst achieving quality and value for money. Identify information needs and ensures delivery to plan in a timely and effective manner. Recognises good and tackles poor performance	(ii)
<b>Analysis and use of Information:</b> Gathers, summarises and interprets data with attention to detail. Follows guideline for identifying problems and capable of resolving day-to-day problems.	(ii)
<b>Decision Making:</b> Gathers information from appropriate sources to make routine decisions. Solves problems that have implications for others in own team.	(ii)
<b>Working with Others:</b> Offers support to colleagues without being asked. Asks for support from colleagues when necessary. Builds good relationships with a range of people. Engages effectively with others in order to understand their requirements and develop appropriate solutions/improvements. Raises difficult issues with others in order to resolve them	(ii)
<b>Communication:</b> Can write clearly without spelling or grammatical errors. Uses jargon free language Is able to record factual information accurately.	(ii)
<b>Influencing and Persuading:</b> Is receptive to constructive feedback. Expresses a difference of opinion in an appropriately controlled and constructive manner. Supports team members working on	(ii)



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the same or related work activities. Seeks clarification to ensure requests are understood.	
<b>Dealing with Change:</b> Readily incorporates changes into the day-to-day work. Willing to learn new things and do things differently	(i)
<b>Continuous Improvement:</b> Open to learning new things Able to identify own mistakes and take constructive action to prevent reoccurrence.	(i)
<b>Managing Resources:</b> Promotes and enforces appropriate business rules. Deals with varied situations with limited guidance.	(ii)



## PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
<b>Qualifications:</b>			
GCSE in Maths and English at Grade C/4 or above or equivalent	E	√	
GCSE at Grade C/4 or above or Level 2 certificate in ICT or relevant qualification	D	√	
<b>Knowledge &amp; Experience:</b>			
Experience of working in an administrative role or in an office environment	D	√	
Cash handling	D	√	
Experience of working in a school environment	D	√	
<b>Skills and Abilities:</b>			
Effective oral and written communication skills with a good command of the English Language	E	√	√
Good interpersonal skills	E		√
Good listening skills and a polite manner	E		√
Ability to show patience and understanding	E		√
Have the ability to manage and prioritise work effectively with a systematic approach to workload management	E		√
Basic financial skills	D		√
Able to work calmly with under pressure	E		√
Basic Statistical Analysis	E		√
A team player	E		√
Good IT skills and proficient in the use of Microsoft Applications	E		√
The ability to be honest, trustworthy and reliable	E√		√
<b>Other:</b>			
Maintain confidentiality and data protection	E		√
Able to be flexible and adaptable when undertaking duties outside of the post holder's normal role	E		√
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E		√
Contribute to a positive working environment ensuring commitment to equality and diversity.	E		√



## ***PERSON SPECIFICATION***

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### **Our Values**

#### **FAIRNESS**

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

#### **INTEGRITY**

We communicate openly and we are honest, accountable and ethical.

#### **TEAMWORK**

We work together and we support each other.