

## School Admin

Days: TBC

8:00- 4.30pm (these hours may differ for parents' evenings and other formal meetings)

10 Minute Tea break

20-minute lunch break

Salary £75 per day (paid monthly directly into bank) This pay is at the higher end of the scale and is for experienced school admin persons

Job Role - School Secretary Responsible to - Head Teacher –

Purpose of the role: To provide an efficient and effective financial, administrative and clerical support service for the Headteacher and staff of the school.

Maintaining reception area in a clean and suitable state.

### **Duties of this role:**

### **Responsibilities:**

- Answering calls and dealing with incoming emails
- Word processing of general correspondence and emails
- Word processing staff and pupils' achievement/assessment data
- Sending out school reports and any letters on time
- Sending late or absent texts by 10am
- Answering the telephone, filtering calls and knowing when to refer calls, greeting visitors, signing in, and offering refreshments
- Answering pupil queries and liaising with parents
- Maintaining accurate and up-to-date pupil records
- Ensuring the school central database to kept updated frequently with new students and staff details Photocopying/filing/faxing
- Sending achievement postcards/certificates home to parents/carers
- Ordering and administering school uniform, including stock control and cash handling
- Collecting, accounting for and distributing money for various clubs/events/outings
- Taking mail to Post Office
- Receiving and signing for parcels
- First aid care for the pupils
- To care for the pupils if they are unwell or hurt
- Sorting all internal or external post
- Communicating any messages to staff from parents or pupils effectively
- Keeping all pupil files in order and up to date
- Maintaining the noticeboard on a regular basis
- Order any stationary supplies the staff may require
- To ensure that A4/A3 paper and all other stationary are in supply within the school
- Setting up new accounts with suppliers
- Stamping date of incoming mail
- Making sure the reception area is clear and tidy at all times

- Being able to remain calm and professional at all times throughout the day
- Making or/and preparing resources for class teachers
- Typing up school policies and related school materials
- Any other reasonable duties the Headteacher may require

### **Standards and quality assurance**

Ensure safeguarding procedures are followed according to the school's policy

1. Support the aims and ethos of the school which is to provide a range of learning experiences which appeal to the varying ages and to provide an environment which is conducive to learning
2. Set a good example in terms of dress, punctuality and attendance
3. Attend and participate in target setting days and Parents evenings
4. Uphold the school's behaviour code
5. Participate in staff training
6. Be aware of reporting for safeguarding and knowing when to report and to whom
7. Attend team and staff meetings
8. Develop links with neighbouring schools
9. Ensure computer is locked down at the end of each session and password protected.

### **Duties**

The duties outlined in this job description may be modified by the head teacher to reflect or anticipate changes in the job, commensurate with the salary and job title.