

## 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.

## **Conditional Offer: Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- List 99 Check
- Satisfactory DBS Enhanced Disclosure
- Verification of professional status such as GTC registration, QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

**You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or ISA and/or other relevant investigating bodies.**

**ALL positions at FreshSteps are on a self-employment basis. Successful candidates will be offered renewable yearly contracts (following a successful probation period) and support from our accountant to register with HMRC.**

Freshsteps is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school.