



JOB DESCRIPTION - School Secretary

Working Pattern: 15 hours per week; Hours: 8:00am – 11:00am Mon-Fri Term time plus 4 inset days.

Report to: Headmistress

Due to the nature of the position, the highest levels of confidentiality must be maintained at all times.

Purpose of post:

- Provide secretarial services for the School including, but not limited to general correspondence, deal with limited number of visitors to the School, manage early morning incoming and outgoing messages on the answer machine.
- Post content on the weekly newsletter and update the School website and social media.

Safeguarding

- Parent correspondence re pupil absences.
- Check School registers and inform the appropriate authorities of children joining and leaving outside the natural entry and exit points of primary phase.
- When required, request safeguarding information from previous schools before new student entry – ensure this has arrived within first 3 weeks of pupil arriving.
- Report safeguarding information to DSL upon receipt.
- Maintain and update comprehensive pupil records on the central database in a timely fashion.

Communications

- Contact parents on a variety of matters when required.
- Upload the weekly newsletter to the School website and provide link to the parents.
- Teacher correspondence re absence and record lateness.
- Manage the answer machine.

Administration

- Produce trip information letters for parents if requested
- Manage pupil absence if requested.
- Assist with the monitoring and maintenance of office supplies i.e., envelopes and stationary for reports etc.
- Set up the registers at the beginning of each term, names, addresses etc.
- Set up staff and visitor registers each term.
- Prepare afterschool usage spreadsheet for termly invoicing.