



School Secretary

Job Description

Grade: GR2

1. Job Purpose

- 1.1 To provide an efficient and effective secretarial service to the School. Where applicable, other senior staff, and to assist with the school's administrative and clerical functions in providing a high standard of administration within the school

2. Key Responsibilities

- 2.1 To undertake administration duties as directed
- 2.2 To undertake data entry using the schools MIS, as required for pupils and staff
- 2.3 To type letters, reports, memoranda and other documents, typing of a confidential nature and general support using Office Word, Excel and Publisher as required
- 2.4 To receive and relay promptly any telephone or other messages, dealing as appropriate with routine enquiries. To liaise, as required with senior staff, teachers, Governors, parents and visitors etc.
- 2.5 To ensure that all visitors to the school are courteously and correctly received and to deal sensitively with anxious, distressed or impatient callers, whether by telephone or in person.
- 2.6 To ensure all visitors have completed the correct electronic visitor entry signing in system and to ensure any safeguarding information, if required, is obtained and recorded accordingly.
- 2.7 To undertake general clerical and administrative duties which could include
 - 2.7.1 Personnel/staffing administrative matters of a routine nature
 - 2.7.2 Maintaining confidential records
 - 2.7.3 Completing appointment details

- 2.8 To undertake filing, reprographic duties and associated tasks
- 2.9 To deal with basic first aid when/if required – desirable training

3. Supervision Received

Supervising Officer’s Job Title: School Business Manager

3.1 Level of supervision:

- ~~1. Regularly supervised with work checked by supervisor~~
- 2. Left to work within establishment guidelines subject to scrutiny by supervisor
- ~~3. Plan own work to ensure the meeting of defined objectives~~

4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

5. Special Conditions

5.1 None



Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	Desirable	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	English & Maths – GCSE level 4	NVQ 2 in administration skills	AF/C
	ICT – Good knowledge of working with Word, Excel, Publisher	First Aid Training	AF/C
Experience Relevant work and other experience	Working within a school office environment	Knowledge of working with Parent Pay/Group Call Administration of FSM systems	AF
Skills & Ability e.g. written communication skills, dealing with the public etc.	*Delete if not applicable *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016		
Training		Use of Facility MIS	
Other		Able to work as part of a team	I

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by: _____

Date: _____

