



## Job Description: Senior Secretary (CO)

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### Job details

**School:** Federation of Cherry Oak School, Victoria School & Victoria College

**Primary Base:** Cherry Oak School

**Salary:** GR 3

**Hours:** 36.5

**Contract type:** Term Time Only

**Responsible to:** Strategic Business Manager

**Direct Line Manager for:** N/A

**Indirect Line Manager for:** N/A

### Main purpose

To provide an efficient and effective secretarial service to the School.

### Specific duties and responsibilities

#### Pupils

- Responsibility for all administration in relation to home school transport including liaison with LA transport, escort liaison, parents and staff to ensure an efficient home school transport service; reporting any issues to the Leadership Team;
  - To ensure that pupil registers are marked for both AM and PM sessions and chasing any that are not completed; reporting staff who are persistently not marking registers to the Leadership Team;
  - Administration of pupil attendance, including contact with parents, and the preparation of reports relating to attendance as requested;
  - Providing administrative support for pupil respite, ensuring that all relevant parties are informed of dates, transport arrangements, etc;
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- To provide full administration support for EHCP/Annual Reviews, including overseeing of the computerised system, ensuring that appropriate staff understand and utilise the system effectively;
- Preparation and completion of the termly Pupil Census, dealing with any queries, in a timely manner;
- Managing the process of collation and recording of pupil information in a timely manner, ensuring that the MIS system and paper files are updated;
- Responsibility for setting up the MIS system ready for the end and beginning of academic year, ensuring that updates filter through to linked systems, e.g. Registers;
- To provide full administration support for any new admissions, including the arranging of school visits;
- Responsibility for the upload and download of Common Transfer Files (CTF) to ensure that MIS information is accurate;
- Responsibility of updating and reissuing class lists/pupil lists as necessary;
- Production of letters, reports, etc. relating to pupils and sending these out to parents/external agencies/etc. as directed;
- To provide administrative support for Holiday Clubs.

### **HR Process, Procedures & Reporting**

- Maintain both computerised and paper based records of staff sickness absence, special leave, annual leave, etc., producing reports as directed by the Human Resources Manager;
- To act as administrator of the MIS system in relation to personnel records, ensuring that updates are recorded timely and accurately;
- Creation of staff lists across the school, ensuring that these are kept accurate in line with contract amendments, new starters, leavers, etc.;
- Production of letters, reports, etc. as directed by the Human Resources Manager;
- To act as the HR Portal Form Raiser for the school, ensuring that forms are raised timely to meet payroll deadlines;
- To input all Employee Additional Payments timely and accurately, to meet payroll deadlines;

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- To provide administration support for recruitment processes across the school and college, to include the sending out of recruitment packs, arranging candidate visits, interview arrangements and reference requests;
- To take steps to resolve HR/Payroll queries where possible;
- To provide minuting service for staff meetings, distributing minutes as appropriate, as requested by SLT.

### **General Administration**

- To provide a minuting service across the school for pupil linked meetings, briefings, etc, as requested by the Leadership Team;
- To greet and sign in visitors and answer the telephone as required ensuring an efficient front of house service, following the schools procedures to maintain safeguarding;
- To train and share information with other staff members as appropriate to enable effective cover office roles;
- To undertake filing, reprographic duties and associated tasks.

### **Management**

- To supervise the work of the Clerical Assistant, overseeing their work and development;

### **Other Duties**

- The requirement to work across all settings of the federation to enable the successful completion of the tasks outlined in this job description, and to ensure continuity of effective support services;
- To ensure that filing systems in relation to your specific job role are maintained and secured appropriately, including the organisation and maintenance of appropriate archive systems;
- Attend and participate in training and staff development programmes as appropriate, including adhering to the principles of appraisal;
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with;
- To ensure all tasks are carried out with due regard to Health and Safety;
- To adhere to the ethos of the school and promoting the values and behaviours of Birmingham City Council;

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- To set an example of personal integrity and professionalism at all times;
- Attendance at meetings and events which may fall outside of your normal working hours, as requested by your Line Manager;
- Any other reasonable tasks commensurate with the role, as directed by your Line Manager.

**Notes**

This is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

This job description may be amended at any time in consultation with the post holder.

**Last review date:** March 2017

**Next review date:** As deemed appropriate by the Leadership Team

**Line manager’s signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Post holder’s signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_