



School Secretary Job Description

To work as part of the College office team, providing a friendly and welcoming service to pupils, staff, parents and visitors in a manner that truly reflects the Christian spirit of St Ambrose College. The post holder is expected to be able to prioritise tasks and to manage their workload with a minimum of supervision.

Salary

The salary will be paid monthly at NJC Point 18 pro rata.

Hours of Work

15 hours per week term time, 30 minutes for lunch (to include staff inset days) plus 15 hours in the summer holidays during the exam results period to be arranged by agreement with your Line Manager.

Line Manager: Office Manager

Main purposes of the job

- To support the Office Manager with administration as requested.
- To perform the duties of a school secretary and provide general clerical and/or administration support for teaching staff. To ensure the timely distribution of school correspondence using school computer packages.
- To take minutes of daily briefings and other minutes where requested (some flexibility with hours may be required).
- To become efficient and familiar in the use of the school MIS system (Progresso) to ensure accurate input and extraction of pupils records. To manage day to day data administration updating the MIS system and school filing system. (Training to be provided).
- To assist in the import of new learners to the MIS system and extraction of leavers together with in-year leavers and the necessary paperwork related to that.
- To finalise for printing and distribution to parents, the assessment and reports throughout the year, in liaison with your Line Manger and other staff.
- In liaison with SENCO to manage data in relation to SEN/Disability
- To work with SENCO to identify students requiring Health Care plans (HCP) and co-ordinate correspondence to parents.
- To maintain clerical Health Care Plans (HCP) are accurate and up to date.
- To administer First Aid/medical requirements.
- In liaison with the Data Manager to assist in the completion of census requirements (training to be provided).

- Flexibility and self-management essential together with a good working knowledge of Microsoft and computer packages (training will be provided).
- To help co-ordinate and collate information when requested for schools trips, ensuring that the trip leader is made aware of student's medical requirements.
- To distribute and collate information for the annual sponsored walk.
- To support the drama department with communication to parents to advertise productions available for students to participate and collate responses.

Summary of Responsibilities and Personal Duties

General Responsibilities

- Management of pupil records on a day to day base, updating filing systems and liaising with relevant staff.
- Undertake such other duties/organisation related to the work of the school.
- As part of support the office team, to greet and deal with callers to reception both by telephone and in person and to support team members in times of absence where possible.
- As directed by your Line Manager to provide administrative support to the teaching staff and taking of minutes where required.
- In liaison with others, make ready assessments/reports for printing and distribution.
- To administer First Aid as part of a team.
- To wear uniform as provided by the College and be punctual at all times.
- To keep a personal account of duties for record/reference purposes.
- To comply with all reasonable requests made by your Line Manager and/or the Principal.

Health and Safety

Co-operate with the employer on all issues to do with Health, Safety & Welfare. To keep First Aid Certificate up to date.

Continuing Professional Development

In conjunction with the line manager, take responsibility for personal professional development. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available. Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

Note

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.