



<b>JOB TITLE</b>	School Secretary
<b>DEPARTMENT/SECTION</b>	Business Support
<b>JOB NUMBER</b>	
<b>GRADE</b>	
<b>REPORTS TO</b>	Bursar
<b>LINE MANAGES</b>	N/A

**JOB SUMMARY:**

To be one of the first points of contact for all visitors to the School, providing a professional and welcoming first impression. Providing information, guidance and assistance. Receiving and dealing with incoming calls and relaying them to the appropriate party in a timely manner, which is essential to our business. Providing administrative duties in relation to the Reception area and function.

**KEY DUTIES AND RESPONSIBILITIES:**

- To welcome parents, children, visitors and staff to the school office and ensure all appropriate security and health and safety procedures are adhered to.
- Provide information, guidance and/or advice to parents, children, visitors and staff. Provide refreshments for visitors as required.
- Completing registers, morning and afternoon, and preparing Fire Registers.
- To operate the school switchboard, answering and filtering calls when required then directing appropriate calls to the member of staff or department.
- Collate calls regarding children/staff that call in sick.
- Dealing with parental queries/administration in relation to the After School Care bookings.
- Contact parents/carers as directed to check the whereabouts of children who have not attended after school activity.
- To maintain the foyer area of the main building, updating periodicals, newspapers, magazines and other information on display in the area and generally keeping the space tidy and welcoming.
- To deal with mail and distribute to members of staff and/or department. To check, accept and sign for items delivered to the site, liaising with the maintenance team to ensure delivery to the appropriate department/member of staff.
- Use ISAMS system and PASS, process delivery notes and match with invoices that are then forwarded to the Purchase Ledger Clerk for payment.
- Send mail shots, and help with the distribution of school photographs, calendars and magazines.
- Liaise with our pupils' future school and send previous reports to them.



- To file all correspondence/emails in the pupil's file.
- Organise office stationery and the office store cupboard, ensuring suitable supplies are on hand as required.
- Support school events such as open day held annually usually on a Saturday morning.
- To attend training sessions as part of professional development.
- To support all school policies.
- Responsible for ensuring emergency procedures are initiated by engaging fire and police (or an ambulance as directed by the School Nurse).
- Any adhoc secretarial or admin duties that may arise.

#### **SAFEGUARDING:**

- The postholder will be required to submit an Enhanced Disclosure and Barring Check (DBS).
- The postholder is responsible for promoting and safeguarding the welfare of all children and young person's they are responsible for, or come into contact with.

#### **ST AUBYN'S POLICY AND PROCEDURE**

- The postholder is required to actively follow and abide by all St Aubyn's policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations.

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.