



## **BISHOP CORNISH CEVA PRIMARY SCHOOL**

### **School Based**

### **JOB DESCRIPTION**

<b>Job Title:</b>	School Secretary
<b>Grade:</b>	F
<b>Responsible To:</b>	Headteacher
<b>Direct Supervisory Responsibility:</b>	None
<b>Indirect Supervisory Responsibility:</b>	None
<b>Important Functional Relationships:</b>	<p><u>Internal:</u> Headteacher, School Business Manager, Senior Leadership Team, teaching and non-teaching staff, pupils, parents, governors.</p> <p><u>External:</u> Local Authority, Council Departments, other Schools and Colleges, Suppliers of goods and services, visitors to the school, Truro Diocese.</p>

#### **Main Purpose of Job:**

To provide full administrative and clerical support to the school and to be the first point of contact with the general public in person, by telephone and communication platforms.

#### **Main Duties and Responsibilities**

1. To welcome visitors, ensuring signing in procedures are followed, to receive and prioritise incoming telephone calls and deal with them appropriately taking messages as required.
2. To provide a professional and confidential secretarial service for the school including word processing of correspondence, reports, publications and other documents as required.
3. To sort, distribute and administer incoming and outgoing mail.
4. To update Arbor (MIS system) and other school records ensuring all files remain up-to-date and in accordance with Data Protection legislative requirements.

5. To complete all school census procedures.
6. To maintain the Single Central Record and liaise with the Safeguarding Governor, including processing DBS checks with Cornwall Council.
7. To undertake the necessary administration associated with the school's intake of new pupils and pupils leaving the school, ensuring records are forwarded appropriately, keeping Cornwall Council School Access Module (SAMs) updated. To maintain pupil records appropriately ensuring confidentiality with such records.
8. To be responsible for the administration of the school Breakfast and After-school Clubs.
9. To be responsible for the administration of all extra-curricular clubs.
10. Update Admissions list and preparing applications for the governors' Admissions sub-committee.
11. To be responsible for the maintenance of electronic and manual records including completion of returns, reports and statistics as required by the LA and/ or other third parties. To maintain at all times the utmost confidentiality with regard to such records.
12. To liaise with relevant health professionals regarding health checks and immunisations.
13. To ensure the provision of administrative support in respect of registers and absences, lettings diary, post book, school meals, school events and outings, medical and dental visits.
14. To organise all arrangements for meetings as required.
15. To be responsible for organising parent consultations.
16. To book coaches for school trips and liaise with venues.
17. To be the first point of contact for bookings for the Education Centre.
18. To organise and maintain the Headteacher's diary, arranging appointments and liaising with the Headteacher regularly to follow up on external and internal communications.
19. Maintain school website ensuring information is up to date and relevant.
20. To proofread correspondence from the school and place relevant documents on the school website ie newsletters, photographs.
21. To maintain the photocopier and ensure photocopying supplies are available.
22. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. Council (Equal Opportunities Policy/Code of Conduct) and national legislation (Health and Safety, Data Protection).

23. To maintain confidentiality of information acquired in the course of undertaking duties for the school.
24. To be responsible for your own continuing self-development, undertaking training
25. To update risk assessments as necessary via AssessNet.
26. To help with administration of Accelerated Reader and Thrive, including updating with new pupils.
27. To undertake other duties appropriate to the grading of the post as required.

**Statutory Assessment Tests and Data Administration;**

1. To assist in the administration of test materials and ensure safe storage.
2. To liaise and correspond with STA as required.
3. To undertake administration associated with the collection, collation and distribution of key stage data for each year group within the school.

**PERSON SPECIFICATION****Job Title:** School Secretary**Department:** School based**Person specification prepared by:** Head Teacher

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b><u>Relevant Experience</u></b>	Good practical knowledge, skills and experience of working in a school environment.  High level of experience of word processing, Publisher, Excel, e-mail & other office electronic applications.  Experience of school management systems		Application form/ interview
<b><u>Education &amp; Training</u></b>	Attainment of level 3 qualifications or equivalent (eg: A Levels, AVCE).  OCR level 2/3.	Graduate level	Application form
<b><u>Special Knowledge &amp; Skills</u></b>	Excellent typing and word processing skills.  Excellent oral & written skills.  Excellent organisational skills.  Excellent communication skills.	Knowledge of book keeping and maintaining accounts.  Knowledge of electronic display & presentation formats.	Application form/ interview  Typing/word processing test
<b><u>Any Additional Factors</u></b>	Excellent personal presentation.  Professional, tactful & sensitive.  Discreet & confidential  Ability to work on own initiative and within a team.  Enjoys working with young people.  Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		Interview