

**Spiral Academies Trust**  
**MANDEVILLE PRIMARY SCHOOL**  
**School Secretary Job Description**

**Job Title:** Part Time School Secretary

**Grade:** H3

**Hours:** Afternoon  
Mon, Tues & Thursday 12.30 to 5.00pm  
Wednesday & Friday 12.30 to 5.30 pm

**Purpose:**

- To provide a first point of contact for parents and visitors to the school.
- To provide manual and computerised administrative support for all staff and to ensure the efficient and effective functioning of the school office.
- To assist in the school's provision for pupils' welfare.
- To provide personal and confidential secretarial services to the Headteacher.

**Working Relationships:**

Pupils, parents, teaching staff, office and support staff, governors, officers of Hertfordshire County Council, advisers, specialist support staff, external agencies, suppliers, contractors and all visitors to the school.

**Responsible to:**

The Head Teacher, SLT and the School Business Manager.

**Responsibilities:**

To be responsible, under the general supervision of the Headteacher (or other member of the SLT) and the Office Manager for the efficient day-to-day operation of the school's secretarial and clerical services.

**Administrative Duties:**

- To take responsibility for, and make decisions about, the organisation and administration of the school office.
- To work closely with the alternate school secretary and cover a comprehensive hand over every day.
- To liaise with both teaching and non-teaching staff and Governors.
- To deal with all visitors to the school including outside agencies, eg school nurse, contractors, representatives, prospective parents, etc, ensuring safeguarding procedures are complied with.
- To maintain contact with parents, answering queries, arranging appointments, etc.
- To deal with incoming and outgoing telephone calls, post and e-mail, both internal and external.
- To assist class teachers with the welfare of the children and contact parents where necessary.
- To provide a first-aid service to the whole school.
- To draft correspondence and other written materials for approval by the head teacher, including the weekly newsletter for parents and the weekly bulletin for staff.
- To keep the "welcome" screen up to date.

- To administer and keep up to date key communication systems with parents (eg Schoolcomms).
- Within the constraints of the workload and available time, to undertake such other appropriate duties as the Headteacher or SLT may assign from time to time.

**Data:**

- Complete annual, termly, monthly and weekly returns including the school census, assessment data, monthly payroll and staff absence records on a timely basis.
- Manage the school's pupil database and ensure it is kept up to date.
- Handle admissions administration and maintain admissions records, emergency forms, etc to include input of information onto computer database.
- Complete catering records.
- Complete and submit statutory returns and other data as required by the DfE, local authority, SLT and governing body.

**Finance:**

- Receive, record and bank all monies, including dinner monies, milk monies, and any other monies as required, eg photographs, school trips, swimming, music lessons, uniform etc.
- Submit school milk claims.
- To maintain all records for music lessons and reconciliations.
- Prepare trip reconciliations.
- Maintain appropriate files for audit purposes.

**Knowledge, Experience and Training:**

GCSEs to include English and Maths Grade C or above

Typewriting to at least RSA II standard

Shorthand would be advantageous

Knowledge of word-processing and computer work, particularly Word, including mail merge and Excel spreadsheets

Complete confidentiality and discretion

Knowledge of basic first aid

Ability to organise and manage a workload without supervision

Ability to communicate with parents and colleagues at all levels

**Supervision:**

The post holder is managed by the Headteacher and works under the general supervision of the Office Manager.

**This is a position which requires a high degree of initiative and self-organisation.**

This job description will be reviewed at least annually as part of your Performance Appraisal programme.

Spiral Partnership Trust anticipates that all employees of the Trust will be willing to work in other schools within the Trust, subject to need and consultation.

**Spiral Partnership Trust actively encourages and supports the safeguarding and protection of all its pupils. This post is subject to enhanced DBS disclosure.**