

ST AUGUSTINE'S CATHOLIC PRIMARY SCHOOL AND NURSERY

JOB DESCRIPTION

Job Title:	School Secretary
Salary Scale:	H3/4 depending on experience 32 hours 30 minutes (8:30am – 4:00pm), Mon – Friday.
Employer:	The School Governing Body
Responsible to:	The Headteacher

Purpose of Job:

To provide clerical, administrative and financial support to the school.

Main Duties and Responsibilities:

- To answer the telephone, filtering all calls before passing them to the relevant member of staff, following up any resultant actions and making any telephone calls as required.
- Attend to all School Office enquiries and take responsibility for ensuring that the enquirer is dealt with in a kind, sensitive and professional manner and is satisfied with the response.
- To greet all visitors to the school and ensure they have complied with safeguarding signing in procedures, offering hospitality and escorting them to their destination.
- Take responsibility for ensuring that all post and emails are dealt with, ensuring that the appropriate person receives all relevant communications.
- Provide clerical support, including photocopying, filing, email and answering routine correspondence.
- To maintain the computerised Attendance Register, liaising with parents about authorised and unauthorised absence and producing various weekly and termly reports to the Headteacher, Governors and LA.
- Liaise with the Attendance Improvement Officer on attendance.
- To provide Herts Catering with daily kitchen statistics, supervisors list, weekly dinner numbers and monthly dinners numbers.
- To be responsible for administrative & finance procedures in respect of school meals, school milk, school trips and any other events requiring payment, including managing the School Gateway Payment system.

- To assist the Admission Committee and Headteacher in processing the admissions for Reception and Nursery, liaising with parents and governors as required, dealing with any admission enquiries.
- To maintain the school database ensuring that any records (including safeguarding) of children joining from another school are obtained and entered on the system.
- To ensure that any records of children leaving the school to join another are sent to the new school and removed from our system.
- Assist with pupil welfare matters, administering any basic first aid/dealing with minor accidents including contacting parents and recording all accidents on CPOMs.
- To provide administration duties and raise half termly invoices for music tuition fees, give receipts if appropriate, collect and bank money.
- To ensure staff absences are recorded using the appropriate system.
- To enter payroll data for monthly staff salary.
- To use SIMS to maintain the school pupil data base and submit data electronically to relevant authorities when required.
- In September produce a new medical list for each class teacher and maintain up to date Medical Authorisation forms for all children and administer as
- To maintain stock, check deliveries and distribute resources.
- To organise the preparation of documents required for medical and dental inspections, liaising with the health adviser.
- To organise school photograph arrangements.
- To co-ordinate and update school census and submit data as required
- To submit the Early Years Funding Return
- To maintain the highest standards of honesty, integrity and confidentiality
- To work as a team player and exercise flexibility to ensure that school priorities are met
- To understand and comply with all of the school's safeguarding policies and procedures.
- To attend training courses where appropriate

To carry out any other reasonable duties commensurate with the level of responsibility of the post as requested by the Headteacher.

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PERSON SPECIFICATION

- As the face of the school, the ability to welcome all visitors to our school in a kind, professional or compassionate manner.
- Excellent Numeracy and Literacy skills
- ICT literate, including the ability to work process, use spreadsheets and data bases
- Ability to relate well to children and adults, and to work as a member of a team
- To be able to work under pressure in a very busy and diverse environment
- Excellent personal and written communication skills
- Able to respond flexibly and adapt to changing and challenging circumstances
- Show initiative and self-motivation
- Ability to maintain strict confidentiality of information received and processed as part of the job role
- Experience of working in a school office environment or similar