

## Woodfield School Job Description

**Job Title:** School Secretary

**Pay Scale:** H4 - £20,043 to £21,269 pro rata

**Hours:** 35 hours per week, 8:30am to 4:30pm, term time + one week



### JOB OUTLINE

To provide secretarial support to staff in respect of all pupil admin and acting as the first point of contact for parents and visitors.

### DUTIES

- Reception duties – receive visitors, answer telephone calls and deal with these where appropriate, make appointments.
- Extensive use of Microsoft Word, Excel and Publisher.
- Extensive use of Arbor Database for pupil attendance, school lunches and payments.
- Ensuring pupil registers are maintained twice daily and absences reported and monitored.
- Prepare numbers for school lunches and liaise with Cook Manager on daily/weekly numbers.
- Collect, record and prepare for banking, pupil lunch money, voluntary contributions for educational visits and any other money collected for events held at school.
- Typing and distribution of pupil review paperwork and ensuring the Senior Leadership Team and class teachers have all the relevant paperwork for the review meetings.
- Completing paperwork after the reviews and liaising with the Local Authority.
- Ensuring all pupil files are kept up to date.
- Producing timetables for reviews and inviting parents and any relevant professionals to the meetings.
- Producing school newsletters.
- General typing and photocopying.

### HEALTH AND SAFETY

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

### ADDITIONAL INFORMATION

- The jobholder is required to contribute to and support the overall aims and ethos of the school.
- All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*

### SUPERVISION

- The jobholder is managed day to day by the School Business Manager but ultimately the Headteacher.
- The frequency of meetings is determined by the school's performance management policies and practice.
- No supervision of staff is involved in this post.

### **JOB CONTEXT**

- The jobholder is managed by the School Business Manager.
- The jobholder is expected to work under their own initiative and have the ability to respect confidentiality and Data Protection at all times.
- The principal focus of the job is to provide secretarial support in respect of all aspects to do with the school. This requires the jobholder to be able to adapt his/her work to the specific needs of the school.

### **KNOWLEDGE EXPERIENCE AND TRAINING**

- Strong interpersonal and communication skills.
- Good literacy and numeracy skills.
- Ability to use modern technology.
- Ability to work in a team.

### **DISCLOSURE AND BARRING SERVICE (DBS)**

- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975; or for a prescribed purpose as defined in the Police Act 1997 (Criminal Records) Regulations 2002). An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the DBS is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

**This Job Description agreed:**

**Job-holder:**

**Headteacher:**

**Date:**