**School Secretary - Job Description**

**Post title:** School Secretary

**Line manager**: School Business Manager/Headteacher

**Main Purpose of the job:**

* The secretary role is to be a welcoming and professional ambassador for William Penn at all times. To be the first point of contact helping to deliver a happy, caring and efficient school office for all staff, pupils, parents, governors and visitors.

**Duties and Responsibilities**

* Present and maintain a welcoming reception area providing effective communication with parents and outside agencies on the telephone, in person or via email.
* Maintain the schools Management Information System (MIS) – Bromcom, keeping records in accordance with the school’s retention schedule.
* Administer the school hot meals system with Chartwells and ParentPay
* Administer the Coolmilk and government free fruit and vegetables schemes
* Manage all communication with parents via Bromcom MCAS portal
* Work with the head teacher to maintain the school website
* Work with the schools nursing team to facilitate the health checks for EYFS and Year 6 and the annual flu vaccination program
* Ensure all trips and clubs are available to parents on Bromcom assisting parents with any issues
* Work with external club providers and music teachers ensuring the smooth booking and running
* Manage the annual swimming sessions, school photographs and Bikeability
* General office duties including filing, photocopying etc
* First Aider and Managing medicines (training available)

Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

The School Secretary will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct**.**

**School Secretary - Person Specification**

The following outlines the criteria for this post. They will be used by the school when shortlisting and interviewing applicants. Please give careful consideration to how you can use these criteria to demonstrate your suitability for the post in your application and at interview. Applicants who have a disability and who meet the criteria will be shortlisted. Applicants should describe in their application how they meet these criteria.

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|  | Criteria |
| Qualifications | * GGCSE Maths and English Grade C minimum * First Aid (desirable or willing to undertake). |
| Experience | * Experience of administrative work   - Working with children or young people |
| Skills and Abilities | * Strong interpersonal and communication skills – written and verbal. * Strong IT skills including Microsoft Office, Word, Excel and Google * Ability to prioritise own workloads and to work to deadlines * Ability to work under pressure |
| Personal Qualities | * Assured manner. High level customer service skills and professional ethos * Good organisation & time management skills with an ability to manage priorities and meet deadlines whilst remaining methodical and giving attention to detail * Commitment to promoting the ethos and Quaker values of the school and getting the best outcomes for all pupils * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality * Embraces change well * Initiative / proactive / ‘can do’ approach * Deals with difficult situations effectively |