

## Role Profile: School Secretary / Administrator

### Purpose

**To provide a welcoming and professional first point of contact for all school visitors and staff. You will also work with the school team to provide efficient and high quality administrative support and ensure the smooth day-to-day running of the School Office.**

### Key Accountabilities (6-8 max)

- To act as the first point of contact for the school: welcoming visitors and responding to telephone and email enquiries in a helpful and constructive manner ensuring that appropriate actions are taken in a timely manner.
- Diary management and associated administrative secretarial support for both the Headmaster and School ensuring all relevant people are made aware of changes or updates to schedules and appropriate administrative tasks are completed with accuracy and professionalism.
- Ensuring that all pupil attendance is recorded appropriately and managed effectively, by alerting relevant people of any changes and updating SIMS.
- Be the Single Central Register Champion ensuring that all new members of staff are recorded correctly on the SCR and all relevant checks are undertaken in line with NSPCC, ISI and Cognita policy.
- Maintain up to date personal records and parent contact details for all pupils and staff on the SIMS data base which will include regular audit and update to ensure accuracy of records.
- Ensure that all electronic correspondence from parent mail to electronic registration on SIMS is maintained to enable the strongest communication and representation of the school.
- To assist and support the school in the administration of Club Registers and the organisation and running of events such as Senior Schools Presentation Evenings, Open Mornings, Parents Evenings and Speech Day etc. Which may include unsociable hours working from time to time.
- Undertake similar duties commensurate with the level of the post as reasonably requested by management

### Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

## Person Specification

	Essential	Desirable
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>Recognised Secretarial qualification</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Able to demonstrate excellent attention to detail demonstrating tenacity to see a process through.</li> <li>Excellent organisational skills and ability to prioritise workload.</li> <li>Excellent interpersonal and communication skills, in person, telephone and written.</li> <li>Ability to work independently and equally work well as part of a team.</li> <li>Excellent Customer Service Skills, with the ability to use discretion, patience, tact and respect for confidentiality.</li> <li>A good level of computer skills. Familiarity with Microsoft applications, including: word, excel, Outlook and have internet skills.</li> </ul>	<ul style="list-style-type: none"> <li>A sound working knowledge of SIMS</li> <li>Previous experience of maintaining the SCR register</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previous experience of working in an administrative role in a busy office environment.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working within an educational establishment</li> </ul>
<b>Other</b>		

## Key Stakeholders:

**Internal** – Headmaster and Bursar

**External** – Parents, external service providers

**Signed:** ..... **Name (print):** .....

**Date:** .....