

Job Description - School Secretary

Job Purpose:

The Secretary will provide comprehensive secretarial and administrative support to the Headteacher in the smooth and efficient running of the school.

Duties:

Secretarial and Administrative

Under the direction of the Headteacher, the Secretary will be responsible for all aspects of the day-to-day organisation and maintenance of the school office and its procedures. This will include:

- preparing, producing, copying and distributing letters, reports, newsletter, etc using a PC;
- recording of all out-going mail;
- arranging appointments and maintaining diaries;
- receiving and handling telephone enquiries, dealing with queries and providing general information about the school;
- acting as first point of contact for visitors and creating a pleasant reception area;
- maintaining pupil and staff records and completing of returns to the LEA, DfES and others, as appropriate;
- help in compiling documents, including the School Development Plan etc;
- providing statistics from a range of records as required for the Headteacher, governing body, LEA, DfES etc.;
- completing weekly & termly attendance figures in class registers;

Finance and equipment

- undertaking routine financial administration – collecting, recording and banking of dinner money, apple money and School Fund money;
- maintaining the School Fund accounts;
- processing milk returns;
- analyse financial information provided by the LEA, prepare statements of accounts for the Headteacher and Governors, and provide other financial information as required;
- be responsible for recording, committing and settling invoices and for all expenditure relating to the school, including petty cash, travel claims, etc;
- be familiar with the operation, use and interpretation of computer-based financial management systems.

Resources:

- operating relevant equipment / ICT packages, eg Excel, databases etc;
- providing general advice to staff, pupils and others.

Responsibilities:

- being aware of and complying with policies and procedures relating to Child Protection, Health & Safety, security , confidentiality and data protection, reporting all concerns to the Headteacher;
- contributing to the overall ethos / work / aims of the school;
- attending and participating in relevant meetings as required;
- reviewing and developing their own professional practice.

Accountability:

Headteacher

Person Specification - School Secretary

Experience:

Clerical/administrative work

Collecting & reconciling money

Qualifications:

GCSE English & Mathematics or equivalent

Skills:

Good understanding of & ability to use relevant technology
eg computer/keyboard skills

Ability to relate well to children & adults

Work as positively as part of a team