



JOB DESCRIPTION

Post Title:	Secretary [ADMIN LEVEL 2] Maternity Cover
Working Time:	35 hours/week – 39 weeks/year -Term Time Only, including 5 INSET days, plus 1 week (to be determined by the school)
Salary/Grade:	GRADE 3: (Points: 5-9)
Hours of work:	Monday to Friday: 8.00 am to 3.30 pm (30 minute unpaid lunch break)
Line Manager:	Senior Secretary
DBS Disclosure Level:	Enhanced with Children's Barred Checklist
Main purpose:	
To provide general and less routine clerical and administrative support to the school across KS3, KS4 and KS5 under the direction or instruction of senior staff.	
General Responsibility	
<p>All school staff are expected to:</p> <ul style="list-style-type: none"> • Work towards and support the school's Catholic mission statement, the vision and the objectives. • Support and contribute to the school's responsibility for safeguarding students. • Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors. • Work within the school's policies to promote equality of opportunity for all students and staff, both current and prospective. • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. • Engage actively in the performance review process. • Adhere to school policies and procedures or other documentation available to all staff. 	
Core Responsibilities and Tasks	
<ol style="list-style-type: none"> 1. Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors and students. 2. Undertake and follow up on first day contact with parents/carers. 3. Liaise with staff regarding student absence, following through incomplete registration and updating as necessary. 4. Provide general advice and guidance to staff, students and others. 5. Assist with student first aid and welfare duties, looking after sick students, liaising with parents/carers/staff etc. and use specialist skills to undertake the administration of medical procedures. 6. Provide general clerical support including routine clerical processes, IT based tasks requiring knowledge of various ICT packages and operation of office equipment. 7. Maintain manual and computerised records and management information systems, including attendance information. 8. Produce lists, information and data as required. 9. Take notes at meetings. 10. Maintain and collate student reports. 11. Operate uniform, snack or other 'shops' within the school. 12. Maintain stocks and supplies, cataloguing and distributing as required. 13. Assist with more complex arrangements for school events and trips etc. 14. Attend school events, as and when required, eg. Open Evenings, Parents' Evenings. 	

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Knowledge, skills, experience:

1. Experience of development, management and operation of administrative system, including full operational experience of all Microsoft Office and school MIS
2. Knowledge and understanding of relevant information systems and how to run reports
3. ECDL qualified or working towards Certification
4. First Aid qualified or working towards Certification.

Professional Development:

1. To evaluate and review own practice within the school performance management system for support staff.
2. To keep up to date with, and participate in, current educational thinking and practice, both by study and by attendance at courses, INSET, workshops and meetings.

This Job Description is not exhaustive and therefore other duties of an appropriate level and nature may be required, as directed by the Headteacher.

This role is envisaged to be as above, subject to negotiation with the post holder.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Signed (post holder):	Signed (Headteacher):
Date:	Date:

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