

# WYCOMBE

PREPARATORY SCHOOL

## Job Description

Our school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

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| <b>Post title:</b>              | <b>School Secretary</b>  |
| <b>Contract Type:</b>           | Maternity Cover for 9 Months   |
| <b>Hours of work:</b>           | 8.00am to 5:00pm, Monday to Friday , All Year Round  |
| <b>Remuneration:</b>            | Up to 28k per annum  |
| <b>Responsible to:</b>          | Head Teacher   |
| <b>Main Purpose of the Role</b> | <ul style="list-style-type: none"><li>• To be responsible for confidential secretarial, administration and clerical duties relating to all aspects of the school, including management of diary, correspondence, record keeping, minute taking and organising meetings plus school events</li><li>• To be responsible for all confidential secretarial, administration and clerical duties required by school staff including SLT</li><li>• To ensure that staff, parents, pupils, visitors and third parties receive a personalised and professional service</li><li>• Work as part of the Administration Team and provide Reception cover</li><li>• Some aspects of HR administration</li></ul>  |
| <b>Main Responsibilities</b>    | <b>Reception Duties</b> <ul style="list-style-type: none"><li>• Greeting visitors, directing visitors for other departments and keeping a register of visitors on the School premises.</li><li>• Answering incoming telephone calls.</li><li>• Dealing with enquiries, whether by e-mail, post, telephone or in person, politely, efficiently and effectively.</li><li>• Receiving deliveries and keeping safe. Organising distribution as appropriate.</li><li>• Dealing with pupil and staff enquiries.</li><li>• Effective onward distribution of all enquiries for other departments and/or staff. Monitoring response if applicable.</li><li>• Ensuring that the White House Visitors' Lounge is kept tidy and serviced throughout the day.</li><li>• General office duties e.g. typing, completing internal forms, faxing, e-mailing, filing and database entry.</li><li>• Post: opening and distribution of incoming post; taking post (external and internal) to and from the Senior Staff Room every day; preparing outgoing post</li></ul> |

for despatch; taking outgoing post to the Post Office; ensuring the franking machine is topped up and properly maintained and consumables ordered as required

- Preparation and transmission of group mailings, whether electronic (using School comms or equivalent software) or by post.
- Liaising with appropriate departments and staff e.g. Preparatory, Boarding, Medical Centre, Catering, School Shop to ensure that relevant information is passed on in a timely and accurate manner
- Following morning and afternoon registration, completing the process of pupil registration, including chasing up unauthorised absence. Generating attendance reports as required. Control of the signing out book, ensuring that pupils doing so have proper authority.
- When the fire alarm sounds, collecting the pupil attendance and visitor registers and attending the assembly point to report this information to the appropriate member(s) of staff
- Promoting and safeguarding the welfare of children and young persons for whom you are responsible or come into contact with.
- First Aid cover

### **Administration**

- Secretarial assistance to the Headmaster and Head of Prep when required.
- Updating Admissions Register, form and class lists and staff lists.
- Photocopiers: call out engineer, when required.
- School transport: maintenance of pupil lists for the school runs and reconciliation to income from school buses. Liaison and first point of contact with coach company/ies in respect of both the school runs and booking coaches for school trips. Maintenance of the (electronic) minibus booking diary and ensuring the efficient use of school transport.
- Book School photographs, make arrangements for the day and distribute proofs, collect orders and liaise with photographers.
- Liaise with PTA re events.
- Deal with external hire enquiries and make arrangements for hire.
- Assisting with the organisation of school events e.g. Speech Day, regional meetings, Open Days, staff meetings as required, both on the day and in advance.
- Booking travel for boarders based on information provided by boarding staff.
- Any other administration necessary to ensure the School meets its statutory obligations.

### **Registration and Admissions:**

- Sending prospectuses to prospective parents.
- Arrange prospective pupil/parent visits.
- Follow up on enquiries and prospective pupil/parent visits.
- Contacting Lodge parents regarding transfer to Reception class.
- Database entry.
- Contacting new pupils' previous schools, printing reports and their electronic storage.

**School Money:**

- Set up parents and charges (for trips, clubs etc.) on School Money billing software as required.
- Monitor payments and reconcile with bank statements.
- Provide lists for staff of those who have paid to participate in activity.
- Chase up non-payment and ensure that children are not allowed to participate in activity until payment is received.
- Check bank statement for payments made by bank transfer, childcare vouchers.
- Lunches: maintenance of lunch lists and reconciliation to income from school lunches.

**Estates and Maintenance:**

- Arrange servicing of fire extinguishers and smoke detectors.
- Arrange portable appliance testing.
- Contact contractors as necessary for repairs, quotes etc.
- Minibuses: arrange servicing, repairs and MOT tests; payment of Road Fund Licence and renewal of licences.
- Keys and security: control of the issue of keys and access to the key cupboards; ensuring that admin area is locked up every workday evening.

**Finance:**

- Ordering: ordering of all supplies and resources, including reconciliation to purchase invoice.
- Raising termly fees invoices and other sales invoices (e.g. summer lets) on Sage.
- Processing of sales receipts on Sage, including banking cash and cheques.
- Prepare weekly debtors list for submission to Head Office. Credit control by telephone, e-mail and letter.
- Processing staff expenses claims.

**Other :**

Management of school diary

- Ensure the SLT is briefed for all meetings with relevant correspondence, documents/presentations
- Open correspondence addressed to the school and take appropriate action
- Take minutes at staff meetings/briefings as required and ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales
- Administrative filing including confidential personnel files
- Carry out some HR responsibilities including advertising vacancies, organising interviews, overseeing the Enhanced DBS process and verifying all recruitment related documentation, preparing employment contracts and related documentation, record-keeping, absence monitoring and preparation of absence sheet for payroll, responding to HR related queries from staff
- Manage pupil files and Managing the Single Central Register
- Use ParentMail for school to Home correspondence
- Oversee school trips correspondence

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|  | <ul style="list-style-type: none"> <li>• Proof-read school correspondence including grade slips and reports then send to parents via email or post</li> <li>• Manage staff online training using TES Educare and ensure this is kept up to date and completed</li> <li>• Provide First Aid assistance when required (training provided)</li> <li>• Attendance duties/registers</li> <li>• Help with organising of school events including Prize Giving and Carol Service</li> <li>• Manage hospitality for meetings and events/functions throughout the year</li> <li>• Receive and appropriately deal with email correspondence</li> <li>• Photocopying/scanning documentation as required</li> <li>• Organise the Student/Teacher planners</li> <li>• Organise and oversee school photographs</li> <li>• Liaise with the school's PTA</li> <li>• Be fully conversant with GDPR</li> </ul> <p><b>This list is not intended to be exhaustive and the School reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the School's business.</b></p>  |
| <p><b>Other General Responsibilities</b></p> | <ul style="list-style-type: none"> <li>• To maintain a high degree of confidentiality and respond positively with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken</li> <li>• Liaise with whole school staff to order school supplies as necessary</li> <li>• To act as point of contact for visitors to the school ensuring all visitors sign in and out of the building and wear their 'Visitor' badge at all times</li> <li>• Filing and archiving as required</li> <li>• Answer incoming calls and ensure they are referred to staff as appropriate</li> <li>• Operate as a flexible member of the Non-Teaching staff, providing administrative support as necessary to facilitate a 'One Team' approach</li> <li>• To operate office equipment e.g. computers, copiers and phones</li> <li>• To use Microsoft packages as required to produce correspondence, spreadsheets and reports</li> <li>• To be aware of and comply with policies and procedures relating to safeguarding, health and safety, confidentiality and data protection, reporting any concerns to an appropriate person and keeping these up to date</li> <li>• Provide a high standard of customer care to all users of the school</li> <li>• To be aware of and support diversity and equal opportunities for all, appreciating and supporting the role of other professionals</li> <li>• To contribute to the overall ethos, work and aims of the school</li> <li>• To attend and assist with open days and school events as required</li> <li>• Fully and positively participate in the school's appraisal system in order to develop and enhance personal and school performance</li> <li>• To undertake all other duties commensurate with the level of the post as required, ensuring the efficient and effective running of the school.</li> <li>• To attend and participate in meetings as required</li> <li>• To participate in training and other learning activities</li> <li>• Take minutes of Health &amp; Safety Committee meetings</li> <li>• Undertake Safer Recruitment Training</li> <li>• You may be required to travel to and work at various locations and sites as determined by the needs of the business</li> </ul> |

## Person Specification

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

|   | Essential   | Desirable   | Method of assessment   |
|---|---|---|--|
| <b>Qualifications:</b>                      | <ul style="list-style-type: none"> <li>GCSEs A* - C in Maths and English</li> </ul>   | <ul style="list-style-type: none"> <li>Bachelor's degree</li> </ul>   | Production of the Applicant's certificates                               |
| <b>Experience:</b>                          | <ul style="list-style-type: none"> <li>Has worked within a busy office environment.</li> <li>Taking minutes and attending meetings.</li> <li>Working with confidential information.</li> </ul>  | <ul style="list-style-type: none"> <li>Has worked within a school environment.</li> <li>Has been a school secretary previously.</li> </ul>  | CV<br>Interview<br>Professional references                               |
| <b>Skills:</b>                              | <ul style="list-style-type: none"> <li>Excellent interpersonal skills.</li> <li>Excellent written and verbal communicator.</li> <li>Competent user of ICT systems.</li> <li>Build successful and appropriate relationships with pupils, staff, parents, and the wider community.</li> <li>The ability to work unsupervised and to prioritise work during peaks of commitment</li> <li>Excellent proof-reading skills</li> </ul> |   | CV<br>Interview<br>Professional references                               |
| <b>Knowledge:</b>                           | <ul style="list-style-type: none"> <li>Knowledge of effective administrative processes and systems.</li> <li>Excellent IT skills – including intermediate or advanced level in Microsoft Word, Excel, Publisher and Powerpoint</li> </ul>   | <ul style="list-style-type: none"> <li>Recent professional development.</li> <li>Understanding of Health and Safety requirements.</li> <li>Understanding of the importance and implementation of safeguarding procedures.</li> <li>Knowledge of ParentMail and SchoolMoney desired but not essential as training may be provided</li> </ul> | Contents of the Application Form<br>Interview<br>Professional references |
| <b>Personal competencies and qualities:</b> | <ul style="list-style-type: none"> <li>Professional and efficient.</li> <li>Honest and reliable.</li> <li>Hard working.</li> <li>Motivational and inspirational.</li> </ul>   |   | Contents of the Application Form<br>Interview<br>Professional references |

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|  | <ul style="list-style-type: none"><li>• Confidence, commitment, and integrity.</li></ul> |  |  |
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