



Stormont School

## JOB DESCRIPTION

Job Title:	School Secretary
Hours:	Full Time Term time, 8:30am to 5:30pm, Monday to Friday (with half an hour unpaid for lunch) <u>plus</u> three weeks (15 days) to be worked during the holidays. This will usually be two days prior to and two days following the published term dates and a further three days during the summer holiday, although flexibility in working arrangements outside of core working hours may be required to meet deadlines or to cover staff absence.
Salary:	Actual pro-rata salary circa £23,500 pa (FTE c. £28,000 pa) depending on qualifications and experience
Benefits:	Contributory pension scheme. Continuous Professional Development (CPD) opportunities paid by the School. Thirty days holiday per year (pro-rated) plus public holidays to be taken during school holidays.
Responsible to:	Bursar
Overview:	The School Secretary is the main point of contact for visitors and general enquiries to the School. He/She will be responsible for managing School Office business and providing a critical link between external agencies/parents and staff/pupils. The role is wide ranging and varied and includes responding to general telephone calls, pupil administration, communications to parents, coordinating and publishing the weekly newsletter, administration of after school clubs and administrative duties in support of School trips and events.

**Role will include but not be limited to the following duties:**

### Responsibilities

#### General

- General administrative duties associated with the effective running of the School Office
- Answer the telephone and deal with the caller or enquirer in a professional and appropriate manner
- Respond to the door bells and welcome visitors to the school, ensuring that the relevant ID and any other required checks are completed where appropriate
- Processing incoming and outgoing mail
- Monitor the general school admin email accounts
- Establish and maintain effective working relationships with colleagues, both teaching and support, in accordance with the Staff Code of Conduct

## **School Administration**

- Maintain the internal school/administration calendar and issue prompts to relevant staff in advance of forthcoming events for planning purposes. In particular, oversee the calendar for the review of policies, liaise with the relevant staff about undertaking timely reviews and publish the final policy in the agreed location
- Ensure effective levels of stationery and office supplies are maintained and order where required
- Working closely with the Head of Digital Learning (and external providers) and Head of Admissions, manage the input of pupil and parent data on to Engage, the school's management information system, and run regular associated routines as required
- Liaise with budget holders and place orders for resources and equipment as requested
- Maintain log of staff training and book update training sessions consulting with the Deputy Head and trainee as appropriate
- Liaise with budget holders and place orders for resources and equipment as requested
- Assist with lost property, ensuring the return of named items to the relevant cloakrooms and safe storage of unclaimed and unlabeled clothing and equipment
- Regular review and renewal of material in the external school display boards
- Take in second-hand uniform and liaise with the relevant parents with reference to the Second Hand Uniform Shop
- Create MS Forms as required
- Input data from Pira, Puma and GAPS into relevant systems
- Process ICAS forms

## **Pupil Registration**

- Undertake administration in respect of morning and afternoon registration, including follow up of individual absences
- Prepare registers for wrap around care sessions and for other clubs or activities, liaising with external and internal providers as necessary

## **After School Clubs, Trips and Events**

- Coordinate and administer termly bids for after school clubs (including extended care), liaising with the club leader, Extended Care Supervisor and Bursary Assistant with regard to detailed arrangements and billing
- Assist staff with the administration of trips including the preparation of plans, dissemination of information to parents, booking of trips and coaches and coordinating the return of consent forms from parents
- Assist with the administration of key events, such as Prize Giving
- Production of the programme for the Year 6 stage production
- Preparing paperwork for Sports' Day

## **Communicating with Parents and Local Residents**

- Liaise with SLT and teaching staff with regard to contacting parents, producing letters, photocopying and distributing materials, and collating school reports
- Handling and resolving queries for parent consultation and parent evening bookings
- Communicating with immediate past parents for SOGS events as required

- Preparing letters and arranging for the caretaking team to distribute letters to local residents informing them of key events and other important notices as required

### **Liaison**

- Liaising with the Bursary Assistant as necessary over pupil billing matters (trips) and external hirers, including external club leaders
- Liaising with Head of Admissions on pupil data and prospective parent/current parent enquiries as necessary
- Liaising with Head of Marketing over marketing initiatives to ensure awareness of what is planned
- Liaising with Catering Supervisor over internal/external catering requirements for meetings/events

### **Person Specification**

#### **Qualifications and Experience**

- Proven track record of delivering high quality, accurate and timely administrative support in a busy office or similar environment
- Experience of working with a Management Information System (the School uses Engage, by Double First)
- Secretarial or similar qualification is desirable

#### **Skills**

- Outstanding IT skills and familiarity with the full range of Microsoft products.
- Attention to detail and the ability to cope with conflicting demands, deadlines and interruptions
- Outstanding organisational skills with excellent time-management skills

#### **Attributes**

- The ability to communicate effectively in person and over telephone
- The ability to build effective working relationships with staff and other members of the school community
- The ability to seek out and find solutions to a problem
- Flexibility in approach to people and working arrangements
- Ability to work independently and as part of a team
- High standards of 'customer service'
- Enthusiastic and willing to go 'above and beyond'
- Patience and good humour
- Empathy with children and young people
- Well presented for front of house activities
- Fully supportive of the aims & ethos of an independent girls' day school

#### **Safeguarding, Discipline, Health & Safety**

- Be aware of the safeguarding requirements in place in the School and abide by them at all times.
- Be aware of the School's Aims & Ethos and ensure that actions taken are not in conflict with them.
- Assist with the promotion of good order and discipline among the pupils.
- Be responsible for taking reasonable care of personal safety and that of pupils, parents, colleagues, visitors, volunteers and contractors.

- Co-operate with the Head, Bursar and members of the SLT in order to enable the Governors to comply with safeguarding and health and safety duties, reporting any risks or defect to the Bursar.

## The School

Stormont School is a highly successful, independent girls' preparatory day school in Potters Bar, Hertfordshire for girls aged 4 to 11 years. Girls are prepared for many of the best senior day and boarding schools in Hertfordshire and London reflecting the high quality of teaching and learning and the opportunities the girls have to flourish. The School has approximately 150 girls and 50 staff.

Working closely with all members of the Stormont community the School Secretary will be responsible for the efficient running and administration of the School Office and a wide range of operational activities in support of the School.

*Stormont School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*