



JOB DESCRIPTION

Job Title:	School Secretary
Hours:	Full-Time (not term time) 8.00am to 4.30pm or 8.30am to 5.00 pm Monday to Friday with 25 days annual leave during school holiday periods
Reporting to:	Headteacher

"The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the Beechwood School Safeguarding - Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head

Working with us

Achieving more than you believed possible – that's what constitutes a quality education. At Beechwood School it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us.

We are looking to appoint a professional and highly motivated individual to join our school in Royal Tunbridge Wells. The ideal candidate will have a well organised friendly approach and excellent IT skills. Experience in a school setting would be an advantage, although training can be provided for the right candidate.

Main Purpose of the Role:

- 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
- To ensure that staff, parents, pupils, visitors and third parties receive a personalised and professional service
- Work as part of the Administration Team and provide Reception cover
- Some aspects of HR administration

Specific Responsibilities:

- 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
- Managing the Single Central Register
- Use ParentMail for school to Home correspondence
- Oversee school trips correspondence
- Proof-read school correspondence including grade slips and reports then send to parents via email or post
- Manage staff online training using TES Educare and ensure this is kept up to date and completed
- Provide First Aid assistance when required (training provided)
- Attendance duties/registers
- Help with organising of school events including Prize Giving and Carol Service
- Manage hospitality for meetings and events/functions throughout the year
- Receive and appropriately deal with email correspondence
- Photocopying/scanning documentation as required
- Organise the Student/Teacher planners
- Organise and oversee school photographs
- Liaise with the school's PTA
- Be fully conversant with GDPR

Other General Responsibilities:

- To maintain a high degree of confidentiality and respond positively with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken
- Liaise with whole school staff to order school supplies as necessary
- 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
- Filing and archiving as required
- Answer incoming calls and ensure they are referred to staff as appropriate
- Operate as a flexible member of the Non-Teaching staff, providing administrative support as necessary to facilitate a 'One Team' approach
- To operate office equipment e.g. computers, copiers and phones
- To use Microsoft packages as required to produce correspondence, spreadsheets and reports
- 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
- Provide a high standard of customer care to all users of the school
- To be aware of and support diversity and equal opportunities for all, appreciating and supporting the role of other professionals

- To contribute to the overall ethos, work and aims of the school
- To attend and assist with open days and school events as required
- Fully and positively participate in the school's appraisal system in order to develop and enhance personal and school performance
- To undertake all other duties commensurate with the level of the post as required, ensuring the efficient and effective running of the school.
- To attend and participate in meetings as required
- To participate in training and other learning activities
- Take minutes of Health & Safety Committee meetings
- Undertake Safer Recruitment Training
- You may be required to travel to and work at various locations and sites as determined by the needs of the business

Personal Specifications:

- Excellent IT skills – including intermediate or advanced level in Microsoft Word, Excel, Publisher and Powerpoint
- Knowledge of ParentMail and SchoolMoney desired but not essential as training may be provided
- The ability to work unsupervised and to prioritise work during peaks of commitment
- Excellent levels of written and spoken English
- Excellent proof-reading skills
- Experience of working in a school or with young people would be desirable
- Attention to detail
- Well-presented appearance and professional manner
- Understanding of the importance of confidentiality
- The ability to work as part of a team and to assist others where required
- Good organisational and administration skills
- Maturity and a calm friendly manner even when under pressure and the ability to employ tact and diplomacy in challenging or sensitive situations