



OUR LADY OF LOURDES CATHOLIC PRIMARY SCHOOL

JOB DESCRIPTION

Job Title	School Secretary (Primary)
Grade	Scale 4-6; £18,933 - £19,968
Reports to	Head Teacher
Liaison with	Head Teacher, Other staff, Pupils, Parents, External Agencies, Local Authority Staff, Trust Staff
Purpose of the Job	To provide an effective and efficient clerical and welfare support to the school including some financial administration
Duties	<p><u>Customer Focus</u></p> <ul style="list-style-type: none"> • Model excellent professional relationships with children, parents and other professionals in the school • Provide an excellent administrative service to all sections of the school community regardless of race, sex, background or age
	<p><u>Welfare</u></p> <ul style="list-style-type: none"> • To administer first aid to pupils as required, in keeping with the schools policy and order first aid supplies as necessary • To liaise with parents regarding pupils sickness/injuries • To assist with visits from nurse, dentist etc • To assist with the general welfare of pupils
	<p><u>Reception</u></p> <ul style="list-style-type: none"> • Perform Receptionist duties throughout the school day: acting as first point of reference for, receiving callers, children, parents, visitors and telephone enquiries. • Offer helpful, friendly, approachable and professional service at all times and take appropriate action on own initiative, resolving minor matters, referring more serious matters to appropriate member of staff • To provide hospitality for visitors to the school • To be the first point of contact for telephone enquiries and take messages where appropriate • To ensure school security arrangements are always complied with, including the issue of visitors badges and signing of the visitors book • To accept and sign for deliveries as appropriate
	<p><u>Clerical</u></p> <ul style="list-style-type: none"> • To undertake word processing or the preparation of letters as required • To undertake filing, photocopying and reprographic work as required, including the basic maintenance of the photocopier • To maintain the school and headteacher's diary • To be responsible for the sorting and distributing of incoming post and the sending of outgoing post, including the purchase of stamps • To provide general clerical support as required • To be responsible for the preparation and maintenance of manual and computerised pupil data records including attendance details • To assist with the monitoring and maintenance of stock and order supplies as necessary • To assist with the administration of school visits in liaison with the teaching staff

	<p><u>Publications</u></p> <ul style="list-style-type: none"> • Assist with paperless methods of communication by sending out emails, using Google Hangouts, posting on Twitter and Facebook sites and sharing the newsletter with parents. • Photocopy and send out letters where necessary.
	<p><u>Financial Administration</u></p> <ul style="list-style-type: none"> • To oversee the parent payment portal to ensure all dinner monies are paid or those entitled to free school meals have booked meals online and provide this information to the school dinner provider. • To oversee the parent payment portal for monies paid for trips, clubs and other events, to reconcile balances against the cost of events and request late payments. • Collect and record pupil or staff monies and voluntary contributions for educational visits, clubs, and any other monies collected for events held at school where necessary. • To prepare monies for banking where necessary. • To assist with financial administration such as placing orders, invoicing, collecting monies, issuing receipts etc. where necessary • To be accountable for the administration of petty cash where necessary • To carry out all financial administration in accordance with appropriate school financial regulations and policies
	<p><u>Attendance</u></p> <ul style="list-style-type: none"> • In conjunction with Senior Leadership (SLT) work with stakeholders in order to promote good attendance and to achieve attendance targets • Follow school attendance procedures • Manage attendance registers on SIMs including all details as required. Maintain and edit termly. • Monitor registers and on a daily basis, call families where children are absent and send absence/lateness letters to parents with support from the Office manager as appropriate • Produce attendance certificates upon request • Attend meetings about attendance with the SLT • Show new teaching staff how to complete registers online
	<p><u>General Data Protection Regulations (GDPR)</u></p> <ul style="list-style-type: none"> • Maintain high standards when managing confidential information, complying with GDPR procedures and requirements at all times
	<p><u>Admissions/Pupil Data</u></p> <ul style="list-style-type: none"> • Process pupil admissions in accordance with admissions policy • Maintain pupil database, amend/update records on the system, print reports e.g. attendance
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager • To comply with individual responsibilities in accordance with the role, for health and safety in the workplace • Ensure all duties and services provided are in accordance with the Schools Equal Opportunities Policy

	<ul style="list-style-type: none"> • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head Teacher to carry out appropriate duties within the context of the jobs, skills and grade.</p> <p>The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</p>
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This job description will be reviewed in the Autumn Term 2021 or earlier, if necessary. In addition it may be amended at any time after consultation has taken place depending on the needs of the school.

THIS DOCUMENT IS SIGNED AS HAVING BEEN DISCUSSED AND AGREED BETWEEN ADMIN ASSISTANT AND THE HEADTEACHER.

..... (School Secretary)

..... (Date)

..... (Headteacher)

..... (Date)

OUR LADY of LOURDES CATHOLIC PRIMARY SCHOOL

ADMIN/CLERICAL (PERSON SPECIFICATION)

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of administrative work preferably in a busy school environment. Educated to NVQ level 2 or equivalent. First Aid qualification or desire to train .
	Knowledge of relevant policies and procedures	Knowledge of general school policies and procedures. Knowledge of H&S policy and procedures.
Communication	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake calculations.
	Technology	Ability to use photocopier. A wide knowledge and understanding of computer programmes such as Microsoft Office, Microsoft Excel as well as the knowledge or ability to learn school management programmes e.g. SIMS
	Written	Ability to complete forms, write routine letters.
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Seek support to overcome communication barriers with children and adults.
	Negotiating	Ability to consult with colleagues
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy.
	SEN	Understand and support the differences in children and adults and respond appropriately in relation to the role.
	Curriculum	Basic understanding of the learning experience provided by the school.
	Child Development	Basic understanding of the way in which children develop.
	Health and Well being	Understand the importance of physical and emotional wellbeing. Ability to support children who may be unwell.
Working with others	Working with partners	Understand the role of others working in the school.
	Relationships	Ability to establish rapport respectful and trusting relationships with children, their families and carers and other adults.
	Team work	Ability to work effectively with other adults in the school. Ability to work on own.
	Information	Ability to provide timely and accurate information.
Responsibilities	Organisational skills	Good organisational skills. Ability to work accurately with attention to detail.

	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions.
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Working knowledge and good understanding of Health and Safety
	Child Protection	Know the Designated Safeguarding member of staff. Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	Continued Professional Development	Be prepared to develop and learn in the role.
	Catholic School	Support for the religious life and ethos of the school.
	School Activities	Willingness to support activities outside school hours on occasions.