



JOB DESCRIPTION

SCHOOL SECRETARY

Primary Objectives

- Ensure the smooth efficient running of the office
- Provide secretarial services
- Receive and receipt incoming money
- Be the designated first aider
- Provide effective, efficient and cordial communications
- Produce publicity and advertising
- Manage pupil data

Key Tasks	Expected Outcomes
<p>Smooth efficient running of the office</p> <ol style="list-style-type: none"> 1. Establish and maintain efficient filing systems 2. Maintain a sound working environment 3. Ensure all necessary information is provided to pupils and staff when required 4. Ensure the office is staffed at all times 5. Maintain stationery cupboard, pre-ordering stock and selling stationery 	<p>Information required is readily available and is stored in a manner which maintains integrity of material</p> <p>A clean, tidy, businesslike office and reception are providing an excellent image to public and staff</p> <p>Efficient dissemination of all information in a timely and appropriate manner</p> <p>Reception and telephone duties are fulfilled at all times</p> <p>Stock available on site of most stationery items required by students</p>

Key Tasks	Expected Outcomes
<p>Provision of Secretarial Services</p> <ol style="list-style-type: none"> 1. Accurate completion of all outward correspondence and dissemination and distribution of inwards correspondence. 2. Provide typing services for staff 3. Telephone calls received, office reception duties 4. Undertake work processing duties for the Principal. 5. Arrange transport options for school teams, trips and visits 	<p>Correspondence is accurately and efficiently dealt with. Filing is maintained for ease of retrieval.</p> <p>School staff has access to quality secretarial services giving quality resources. School newsletter sent in timely and proficient manner</p> <p>Efficient, friendly reception to contacts from outside to school which gives helpful and courteous response</p> <p>Reports and documents are accurately and efficiently produced and that items of a confidential or sensitive nature are treated as such</p> <p>Staff is confident that the transport arrangements for trips and visits are attended to and reliable.</p>

Key Tasks	Expected Outcomes
<p>Ensure incoming money is receipted and banked</p> <ol style="list-style-type: none"> 1. All incoming money is checked and receipted. 2. Cash handled in an appropriate manner 3. Money banked daily 	<p>All money collection details are kept accurate and up to date</p> <p>Safe and accurate handling of all cash received and receipted</p> <p>Safe handling of cash</p>

Key Tasks	Expected Outcomes
<p>Designated First Aider (N.B. Training given if necessary)</p> <ol style="list-style-type: none"> 1. Deal with referred first aid requirements of children 2. Keep first aid cupboard stocked appropriately. 3. Maintain register of accidents 4. Communicate with principal and parents 5. Keep the first aid room neat, tidy and hygienic 	<p>Children's first aid requirements met safely and healthily</p> <p>There is always appropriate first aid items in stock to deal with first aid needs</p> <p>All accidents and sickness of a serious nature are recorded with the appropriate details</p> <p>Treatment for injured or sick children is sought as soon as necessary</p> <p>A clean and safe environment</p>

Key Tasks	Expected Outcomes
<p>Reception and efficient communications</p> <ol style="list-style-type: none"> 1. Communicate with staff and outside organisations on principal's behalf 2. To answer all calls 3. Reception of visitors 4. Liaison between Board of Trustees, Parent Teachers Association and Staff. 	<p>Appropriate, accurate communications maintained both verbal and written on behalf of the principal</p> <p>Efficient, courteous answering of all incoming calls.</p> <p>Visitors feel welcome and attended to</p> <p>High degree of communication between the Board of Trustees, Parent Teachers Association and Staff</p>

Key Tasks	Expected Outcomes
<p>Publicity and Advertising</p> <ol style="list-style-type: none"> 1. Publish school newsletter and other notices to parents/ caregivers 2. Maintain enrolment pack documentation 3. Place advertisements as required 4. Maintain school website 	<p>High quality presentation of all newsletter and notices.</p> <p>Material available and updated as necessary</p> <p>Dates, times and relating school information is published.</p> <p>Information is well presented and accurate and up to date.</p>

Key Tasks	Expected Outcomes
<p>Pupil Data</p> <ol style="list-style-type: none"> 1. Data entry into the Student Management database 2. Maintain student admissions and withdrawals 3. Generate reports and lists from database 4. Maintaining register of pre-enrolled new entrants 5. Advising parents of details of pre-school visits 	<p>Student details are up to date and accurate.</p> <p>Admissions and withdrawals are up to date and accurate</p> <p>Reports and lists are available to Staff</p> <p>Information available for forward planning</p> <p>New entrant children have an organised, smooth transition to school</p>