



Federation of Gayton and Middleton CE Primary Academies

Job Description: School Secretary

Salary Scale: Scale C

Contract Type: Permanent

Hours: 19 hours term time + 1 week

Reports to: Executive Headteacher

Job Purpose:

The school secretary is responsible for overseeing the daily administration of the school office. They are also responsible for all administrative and organisational processes within the school, maintaining confidentiality at all times.

We expect all staff to promote our culture of high aspiration that is rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ.

Main duties and responsibilities:

Organisation:

- Supervise the day-to-day work of the administrative function of the school office.
- Contribute towards the planning, development and organisation of the support service systems, procedures and policies.
- Assist in the organisation of school trips/events in cooperation with other staff. To ensure that staff and external providers (e.g. coach companies) have completed all associated risk assessments.

Administration:

- Manage manual and computerised record/information systems.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Undertake word processing and complex IT based tasks.
- Provide personal, administrative and organisational support to other staff.
- Provide personal, organisational and administrative support to the Governing Body.
- Oversee and organise the management of admissions procedures in line with DNEAT policy.
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Manage the induction process for new children.
- Book training courses for all staff.
- Ensure all records and data held by the academy is accurate, up to date and appropriate and in line with current data protection legislation, including academy roll, attendance and punctuality of pupils and staff, children eligible for free academy meals and/or Pupil Premium

funding.

- Manage the administration of recruitment including advertising, collating documentation, medical clearance and DBS checks as required.
- Ensure clear communication with families through agreed systems, including the school website.
- Oversee and operate relevant equipment and IT packages (e.g. the school's MIS system).
- Provide advice and guidance to staff, pupils and others on administration systems and events that take place in school.

Premises and health and safety:

- Liaise with the Executive Headteacher and premises staff to maintain the academy sites in safe and good condition.
- Liaise with contractors to ensure works are carried out safely and efficiently

First Aid

- To carry out medical procedures/administer medicine and inhalers where required
- To look after sick staff/pupils, while arrangements are made.
- To carry out associated administrative work, including contact with parents and completion of accident forms.

Finance

- Order, monitor and manage stock, ensuring best value following the Trust's purchasing processes
- Manage financial administration procedures and maintain appropriate records to in line with Trust procedures.
- Ensure the academies online payment system is maintained.
- Oversee Nursery finance, including claiming funding, creating invoices, reconciling payments and complete funding agreement.

Human Resources

- Maintain accurate personnel records and files, allowing the completion of the annual workforce survey

Responsibilities:

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to safeguarding, health and safety, security, confidentiality, data protection and equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professional
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required

- Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available
- Develop an office team that delivers and meets the needs of the school if appropriate
- Ensure that you create a professional and welcoming reception for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the building
- Ensure that you present, at all times, a positive image to the school to all staff, parents and visitors both internally and externally

General Information

The job description details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes of the job.

All work performed/duties undertaken must be carried out in accordance with relevant Trust, department and school's policies and procedures, within legislation, and with regards to the needs of our customers and the diverse community we serve.

Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

Working Time

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent carrying them out and no part of it may be so constructed. In allocating time to the performance of responsibilities and duties you must use directed time in accordance with the school's plans on use of time. This job description will be reviewed as part of the school's performance management procedures. Annual objectives for professional development will also be agreed at this time as well as a review of those set the previous year. Amendments and modifications to the job description may be made after consultation. This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to expected professional responsibilities and duties.