



Highclare School

School Secretary Job Description

Job Purpose

As a member of the Highclare School Administration team, to be involved in the efficient operation of the school offices across all three school locations, according to need, undertaking administration and clerical duties to support the needs of the School.

Duties and Responsibilities

1. To carry out routine administration duties, including typing, photocopying, laminating, filing and sorting post in all three school offices as directed.
2. To undertake reception duties, liaising with parents, pupils and staff, managing the telephone and passing on messages securely and promptly, booking appointments, opening gates / doors etc.
3. To receive and greet visitors and maintain all safeguarding procedures in relation to signing the Visitors' book and issuing of Visitors' badges.
4. To contribute to marketing of the school to prospective and current parents, answering and re-directing enquiries as required.
5. To monitor electronic registration, following up absentees with parents as necessary
6. To provide support to the School Secretaries as required.
7. To act as a school First Aider:
 - a. To attend accidents and complete accident forms
 - b. To administer medicine to pupils when required.
 - c. To ensure medication is prepared to accompany children attending events off site, such as swimming.
8. To liaise with the kitchen in relation to any catering requirements for trips and events.
9. To act as a Fire Marshal
10. To complete ad hoc tasks during the school holidays including re-organisation of pupil records, sorting and tidying of storage areas in the office and basement and assisting with general duties across all sites.
11. To adhere to the ethos of the School:
 - a. To promote the agreed vision and aims of the School
 - b. To set an example of personal integrity and professionalism
 - c. Attend appropriate staff meetings and parents' evenings
12. To carry out any other duties as commensurate with the grade in order to ensure the smooth running of the School

Highclare School is committed to safeguarding and promoting the welfare of its pupils. There is a legal requirement to provide satisfactory replies to the Disclosure and Barring Service