

Upton St Leonards Cofe Primary School

Job Description for School Secretary

Main purpose of the post:

- To be the 'Face of the School' in respect of parents, pupils, governors, staff, visitors and all other stakeholders. To provide effective organisation and administration of the school office.
- To maintain the school's attendance records, analysing data and producing reports and working with the Executive Deputy Headteacher to ensure that school attendance targets are met, and records are kept in line with statutory regulations

Responsible to:

The Executive Headteacher and School/Federation Business Management Team

General Office Duties:

- To undertake reception duties by welcoming visitors to the school, dealing with face-to-face enquiries and ensuring all visitors are signed in and out appropriately . Checking visitor ID and issuing correct
- Answer the telephone, including answer machine messages and deal with issues arising ensuring a timely response
- Responding, filtering and forwarding emails in a timely manner as required
- Assist in planning for visits to the school by the school nurse, other professionals, school photographer, linked schools, parents etc, book meeting rooms and update the school calendar as required
- Liaise with music tutors regarding lesson booking
- Contribute to effective class to parent communications by:
 - Writing the weekly school newsletter ensuring all current and relevant information is included
 - Write and send out letters to parents as necessary either by email or paper copy
 - Eelectronically message parents via the school's chosen system as and when necessary
 - Update information on clubs and lunch menus within the Reception areas
- Provide general clerical support eg photocopying, word processing, filing, completing routine forms and responding to routine correspondence

Finance

- Set up payments on Parentpay for trips, lunches, Wrap Around Carer and any other paid activity
- Chase parent debtors and liaise with the relevant Governor/Executive Leadership/School Management Teams
- Update spreadsheet that holds information on Pupil Premium funded activities for individual pupils, cross checking with income control sheets etc
- Administer school meals and milk arrangements, including free school meals and milk, liaising with the school meal provider regarding menus and ensuring parent accounts are paid up to date

Executive Headteacher – Mrs Sarah Broadbent

Email: usladmin@heartwoodfederation.co.uk Website: www.upton-st-leonards.co.uk

- Assist SBM with inputting supplier invoices onto FMS

Pupil Management & Attendance

- Prompt daily check of pupil registers, including the management of absent and late pupils, investigate and account for children who have failed to attend school by 9.30am, reporting any concerns to the Executive Deputy Headteacher/ Head of School and conducting home visits (within the locality) along with a class TA.
- Work closely with the Executive Deputy and School-Based Inclusion Team with regards to any pupil attendance and other concerns that may arise
- Monitor closely the attendance and punctuality of vulnerable groups, monitoring any trends and reporting any concerns directly to the Executive Deputy Headteacher/Head of School/Safeguarding Leads, producing specific reports for these pupils.
- Complete and submit pupil census twice yearly
- Ensure any pupil changes notified by parents, new intakes and leavers are updated appropriately within SIMS
- Undertake pupil first aid/welfare duties, liaising with parents/staff in accordance with school procedures
- With the Executive Deputy Headteacher/ School Inclusion Team and Class Teachers, ensure that individual health care plans are in place and maintained for all necessary pupils
- Report to SHE in accordance with GCC procedure, any serious accidents or incidents that require a hospital visit
- Make arrangements for school trips and events etc as directed

Additional

- Work closely with the Executive Headteacher and Federation/ School Business Management Teams to ensure administration of the school is organised effectively
- Be aware of and support difference and ensure equal opportunities for all
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in staff meetings and training where required
- Participate in training and other learning activities and performance development as required
- Any other duty required to ensure the smooth running of the school office

Note

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Signature of Line Manager Date

Signature of Postholder.....Date.....