



St Martin's Preparatory School

Job Description and Person Specification

School Secretary & Head's PA

Job Description

Our whole school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment. The role is subject to references and an enhanced DBS check.

Post title:

School Secretary & Head's PA

Hours of work:

Full-Time (All Year Round) 8.00 am to 5:00 pm, Monday to Friday

Remuneration:

Up to £ 26,000 per annum

Responsible to:

Head Teacher

Main Purpose of the Role

- To be responsible for confidential secretarial, administration and clerical duties relating to all aspects of the school, including management of diary, correspondence, record keeping, minute taking and organising meetings plus school events
- To be responsible for all confidential secretarial, administration and clerical duties required by school staff including SLT
- To ensure that staff, parents, pupils, visitors and third parties receive a personalised and professional service
- Work as part of the Administration Team and provide Reception cover
- Full aspects of office administration with finance, admissions duties

Main Responsibilities

- To deal with parents, staff, pupils and visitors in person, by email and manage written correspondence as directed by the Head and to treat such matters with confidentiality and sensitivity.
- Provide high quality administration to ensure the smooth running of the office.
- Answer both internal and external telephone calls and deal with the queries.
- Greeting all parents/carers and visitors with professionalism and comply with safeguarding processes.
- Collating billing information for finance department to include EYFS submission returns to the Local Authority and for billing purposes.
- Collating and issuing the termly invoicing for fees in the Prep and Pre-Prep department.

- Collating weekly, monthly, termly figures or on an ad hoc basis as required.
- Responsible for overseeing the purchase order process including ordering stock, raising purchase orders, processing invoices, ensuring timely payment and updating reports where required to meet Head Office deadlines.
- Collation of monthly payroll documents such as overtime and expenses sheets for submission to finance staff for processing.
- Petty Cash/Parent Money control and reconciliation.
- Using Microsoft packages particularly Word, Excel and Outlook to help support the school.
- Booking of staff training courses, school trips, parents' evenings.
- To reconcile the school account daily using Xero accounting software.
- To maintain and populate the SCR, in collaboration with the SLT and Head Office.
- Maintaining pupil and staff files.
- To have a passion for marketing and recruitment
- To assist in setting specific marketing goals for the school and wider team.
- To design and implement marketing strategies aligned with business targets.
- To help to develop digital campaigns to increase web traffic and assist in forecasting market trends.
- To research market to identify new opportunities.
- To conduct tours and visits of the school site with the SLT

Other General Responsibilities

- To maintain a high degree of confidentiality and respond positively with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken.
- Liaise with whole school staff to order school supplies as necessary.
- To act as point of contact for visitors to the school ensuring all visitors sign in and out of the building and wear their 'Visitor' badge at all times.
- Filing and archiving as required
- Answer incoming calls and ensure they are referred to staff as appropriate.
- Operate as a flexible member of the non-teaching staff, providing administrative support as necessary to facilitate a 'One Team' approach
- To operate office equipment e.g. computers, copiers and phones
- To use Microsoft packages as required to produce correspondence, spreadsheets and reports.
- To be aware of and comply with policies and procedures relating to safeguarding, health and safety, confidentiality and data

	<p>protection, reporting any concerns to an appropriate person and keeping these up to date</p> <ul style="list-style-type: none"> • Provide a high standard of customer care to all users of the school. • To be aware of and support diversity and equal opportunities for all, appreciating and supporting the role of other professionals • To contribute to the overall ethos, work and aims of the school. • To attend and assist with open days and school events as required. • Fully and positively participate in the school's appraisal system in order to develop and enhance personal and school performance. • To undertake all other duties commensurate with the level of the post as required, ensuring the efficient and effective running of the school. • To attend and participate in meetings as required. • To participate in training and other learning activities • Take minutes of Health & Safety Committee meetings • Undertake Safer Recruitment Training <p>You may be required to travel to and work at various locations and sites as determined by the needs of the business.</p>
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<p>Professional Standards & Development</p>	<p>All members of staff are expected to show evidence of a continuing interest in professional and personal development and to consider the needs of the school and its development plans when planning Continuing Professional Development.</p> <p>The School supports staff with a wide range of internal and external inset opportunities, including internally delivered teaching and learning sessions.</p>
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Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The role is subject to references and an enhanced DBS check.

	Essential	Desirable	Method of assessment
Qualifications:	<ul style="list-style-type: none"> • GCSEs A* - C in Maths and English 	<ul style="list-style-type: none"> • Bachelor's degree 	Production of the Applicant's certificates
Experience:	<ul style="list-style-type: none"> • Has worked within a busy office environment. • Taking minutes and attending meetings. • Working with confidential information. 	<ul style="list-style-type: none"> • Has worked within a school environment. Has been a school secretary previously. 	CV Interview Professional references
Skills:	<ul style="list-style-type: none"> • Experienced secretary/administrator / PA with excellent spoken and written English; 		CV Interview

	<ul style="list-style-type: none"> • Able and confident in the use of Microsoft Office software, to include but not limited to Word, Excel and Outlook. • Good communication and interpersonal skills. • The capacity to remain calm under pressure. • Well organised with effective time management. • Discretion and confidentiality. • Flexible team member • Pro-active and self-motivated with a high level of initiative. • A willingness to learn and adapt and ready to embrace new change initiatives. • Experience with social media marketing would be an advantage. • Experience in a school would be an advantage. 		Professional references
Knowledge:	<ul style="list-style-type: none"> • Knowledge of effective administrative processes and systems. • Excellent IT skills – including intermediate or advanced level in Microsoft Word, Excel, Publisher and PowerPoint 	<ul style="list-style-type: none"> • Recent professional development. • Understanding of Health and Safety requirements. • Understanding of the importance and implementation of safeguarding procedures. Knowledge of Parent Mail and School Money desired but not essential as training may be provided 	Contents of the Application Form Interview Professional references
Personal competencies and qualities:	<ul style="list-style-type: none"> • Professional and efficient. • Honest and reliable. • Hard working. • Motivational and inspirational. • Confidence, commitment, and integrity. 		Contents of the Application Form Interview Professional references