



NORTH MUNDHAM PRIMARY SCHOOL

Belong ... Believe ... Achieve

School Lane, North Mundham, Chichester, West Sussex. PO20 1LA
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Headteacher: **Mrs Z Gordon MAEd, NPQH**

Job Description: School Secretary

Grade: 4 (point 5/6)

Accountable to: Headteacher initially with day-to-day supervision by the School Business Manager.

Duties and Responsibilities

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the duties described are not exhaustive and may vary as necessary, without changing the level of responsibility associated with the post. This job description will be reviewed periodically with your line manager.

1. General Administration

- To meet and greet parents, pupils and visitors to the school. Ensure visitors sign in and agree with our Safeguarding procedures.
- Receive and prioritise telephone calls, emails and face-to-face enquiries in a professional and courteous manner
- Provide comprehensive secretarial support, including word processing of correspondence, trip letters etc
- To maintain, update and communicate with parents using 'MCAS' and paper letters
- Maintain and update the pupil information management system and associated school records, in line with Data Protection (GDPR) legislation
- Deal with any correspondence with UIFSM & FSM lunches (FEED/ISS), WSCC fruit & vegetable scheme, Cool Milk and the School Money App
- To organise and liaise with external school Club providers
- To prepare and submit the termly pupil school census
- To keep the front entrance tidy and up to date with relevant information
- Contact parents if children are unwell or need to go home
- To prepare information packs for new entrants and packs for pupils entering school during the school year
- Support administrative tasks such as photocopying, filing and data entry
- Provide general support to the school office and leadership team
- Contribute to the planning and development of administrative procedures and systems
- Manage school diaries, appointments and meeting schedules
- Volunteer liaison as required
- Deal with the administration for school performances (ticketing etc)/parent teacher consultation appointments
- To deal with deliveries as they arrive in school

2. Pupil Record Keeping

- Maintain and update the pupil information management system and associated school records, in line with Data Protection (GDPR) legislation
- Administer processes for the admission of new pupils and departure of leavers, ensuring records are transferred securely and confidentially
- To use the Secure Access Website to upload and download pupil records
- To monitor and maintain pupil attendance and lateness through daily reports, liaising with the Headteacher.
- To update contact details on Bromcom and run reports as required by school staff.
- To type up Health Care Plans for individual children and upload onto their record in Bromcom
- To keep an up-to-date list of who have specific requirements regarding photographs and monitor and check parent consents.

3. Finance and Personnel

- To keep accurate records of payments received from parents/ carers either on-line, or by cash, liaising with the SBM.
- Count cash received from parents and after school events and prepare it for banking. Support with banking as needed.
- To arrange support and the administration involved for visits from outside providers e.g. school photographer/NHS/bikeability etc.
- Work with the SBM with the administration of the staff recruitment process from advert to completion including the preparation of letters and candidate packs as well as requesting references.

4. Headteacher/Governor Admin Support

- Provide clerical/administrative support e.g. photocopying, typing, filing, diary for the Headteacher. (To include tasks such as; filing, typing, diary, general email).
- Support the Governors, Headteacher, Deputy Head and Class Teachers with admin tasks as required.
- Attend some INSET days if required (safeguard training etc)

5. Health and Safety

- Be aware of and comply with policies and procedures relating to Safeguarding and Child Protection, Health, Safety and Security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Undertake roles as defined in the School's Health and Safety Policies in respect of all Health and Safety matters. (This may include, but is not exclusively, first aid, fire evacuation procedures and management of medicines all responsibilities will be discussed with the member of staff and appropriate training arranged.)

To undertake such other duties as reasonably requested by the Headteacher.

- Undertake any other duties appropriate to the grade and role.
- Be willing to participate in the school's performance management process and attend further training as required.
- To have professional regard for the ethos, policies and practices of the school in which you work and maintain high standards in your own attendance and punctuality.
- To have due regard to safeguarding children and appropriate confidentiality always concerning school matters.

Holidays to be taken during school holidays