



The Rainbow Multi Academy Trust Job Description

Job Title: School Secretary

Main place of work: Troon School

Accountable to: Head

Grade: E

Hours: 36.25 per week

Contract type: Permanent variable

Main Purpose

- Provide administrative and clerical support to the school and be the first point of contact with the general public in person and by telephone.
- Provide a professional and confidential administrative service for the school.

Duties and Responsibilities

Welfare

- To administer first aid and medicine to pupils as required, in keeping with the school's policy and order first aid supplies as necessary.
- To liaise with parents regarding pupils' sickness/injury.
- To assist with visits from the school nurse, dentist etc.

Reception

- To ensure school security arrangements are always complied with, including the issue of visitor's badges and signing of the visitor's book.
- To accept and sign for deliveries as appropriate.

- To provide hospitality for visitors to the school

Clerical

- To undertake typing/word processing of correspondence, standard letters, reports, publications and other documents as required.
- To undertake photocopying and document collation as requested.
- To undertake clerical duties arising from the school meals provision and school wrap around care.
- To be responsible for the collection of dinner/trip etc monies and completion of all catering returns for school meals and free school meals and liaison with parents.
- To prepare monies for banking and bank as necessary.
- To assist in the co-ordination of staff absence cover for class teachers, as directed by the head/senior management team.
- Under direction of the MAT Business Manager, to be responsible for the administration of the school's safeguarding software and all checks that are necessary to keep the school compliant with statutory duties, eg checking and completing DBS checks and ID check.
- Under direction of the MAT Business Manager, to be responsible for the administration of the MAT's recruitment process within the school, ensuring that all necessary checks are undertaken.
- To undertake filing in accordance with the established systems as requested. To work within and maintain all the school's established administrative systems and procedures within the learning support centre.
- To input new and updated information on the school's manual and computerised systems for pupils' records, and to ensure all records are maintained and up-to-date. To ensure the utmost confidentiality with such records.
- To assist in the production of statistical reports, lists and other information relating to pupils records as requested.
- To assist in the organisation and arrangements for meetings, including circulating agendas and minutes, organising venues and refreshments and contacting individuals with regard to arrangements for meetings.
- To assist communications between the School and other relevant external agencies.
- To assist in the maintenance of accurate school records and process data in accordance with the recognised administrative procedures for maintaining up to date records.

- To open, sort and distribute incoming mail to departments in a timely manner. To check emails on a daily basis and distribute information as appropriate.
- To prepare and record outgoing mail appropriately.
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to pupils and other information of a sensitive or confidential nature and to follow the Trust's GDPR policies and procedures.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- To maintain confidentiality of information acquired in the course of undertaking duties for the department.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head to carry out appropriate duties within the context of the job, skills and grade.

Person specification

Criteria	Essential Qualities	Desirable Qualities
Qualifications	<ul style="list-style-type: none"> GCSE (or equivalent) level C or above in English and Maths 	<ul style="list-style-type: none"> School Administration Foundation Certificate
Experience	<ul style="list-style-type: none"> Have experience working in an administration setting 	<ul style="list-style-type: none"> Have experience working in a school administration setting
Skills and knowledge	<ul style="list-style-type: none"> Have excellent communication & organisational skills Ability to build effective working relationships Have the ability to use IT effectively to undertake the necessary admin and record maintenance associated with the role A working knowledge of Microsoft Office software. e.g. Excel, Word 	<ul style="list-style-type: none"> Experience and knowledge of SIMS Experience and knowledge of Tucasi and Parent Pay
Personal qualities	<ul style="list-style-type: none"> Ability to prioritise and work efficiently and effectively under pressure and to meet deadlines Be enthusiastic and committed to the role Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality Have the ability to build effective working relationships and work both as part of a team and individually 	

This job description may be amended at any time in consultation with the postholder.