

ROYAL ALEXANDRA AND ALBERT SCHOOL



JOB DESCRIPTION

Post Title: Junior School Secretary
Start date: September 2018
Responsible to: Head of the Junior Department

JOB PURPOSE:

To provide effective and efficient support for the Head of the Junior Department, the junior staff, parents and pupils across their specific areas. At the current time, this will primarily involve working directly with the Head of the Junior Department. This is an interesting and varied role covering a large number of areas and covering all aspects of the school's curriculum, life and work.

This is a 40 week per year appointment (Term time plus 5 weeks)

Hours: 35 hours per week (usually 8.15am – 3.45pm with ½ hour for lunch)

The role involves being part of the Saturday morning rota (approximately 5 Saturday mornings per year).

First May Bank Holiday is a normal working day

Salary: £17,626.45 per annum (£20,737 FTE)

MAIN TASKS:

Calendars

- Managing Outlook calendar for the Head of the Junior Department
- Maintaining Junior Calendar of Events
- Booking of junior rooms

Secretarial and administrative

- Provide effective and efficient support, primarily, for the Head of the Junior Department but also the junior staff, parents and pupils
- Point of contact for parents of the junior department
- Correspondence and information to parents in the form of letters or emails.
- Copy correspondence to separated parents or those families requiring additional copies

- Maintaining the Attendance Register for the Junior School, contacting parents regarding absences
- School trips – emailing letters, monitoring payments using the online system. Reminders to parents where necessary
- Support the PE and Sports co-ordinator with the administration for sports fixtures
- Placing of all junior school orders and maintaining supplies of stationery/exercise books
- Produce half-termly Diary Dates for parents
- New pupils/leavers to/from Junior school, forwarding files, sending/importing CTF's, requesting files from previous schools
- Archiving junior files
- Complete events forms for approval by Senior Head
- Typing of minutes; (e.g. staff meetings, school council)
- Printing of weekly house point certificates
- Supporting and liaising with the junior boarding house staff plus occasional secretarial support
- Point of referral for all junior students to the health centre and simple first aid such as small cuts or grazes
- Administration of parent's evenings; invitation and appointments using the online parents system
- Administration for the annual Christmas Play; invitation, programme, PAC bookings, maintenance requests
- Arrangements and administration for Junior Prize-Giving
- Arrangement and co-ordination of visits to the Junior School e.g. NSPCC, Y6 Heights & Weights, Y3-5 Nasal Flu immunisation
- Responsible for printing of Junior Reports ready for checking by teachers (Autumn Interim and Summer)
- Keep behaviour management updated on SIMs, letters to parents of pupils on report
- Liaising with the SEN department, Safe-Guarding Team, counselling department as required
- KS2 SATs administration
- Reporting of repairs to the maintenance team via the online system
- Filing and general office duties

Other

- Providing support for fire drills as required by the Office Manager
- To assist main reception when required
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person;
- To contribute to the overall ethos and aims of the School

Guide for work to be completed during the Summer holidays

July

KS2 SATS results are normally due in on the Tuesday after school breaks up so some hours this week will be necessary

July/August

- Requesting files and CTF's for new pupils, dealing with requests from other schools for leavers
- Unpacking and storing/distribution of stationery order

August (time during the week before term starts)

- Update class lists for the new academic year
- Prepare any information to be sent to parents during the first week of term
- Order any stationery still required.

PERSON SPECIFICATION:

- Educated to A level or relevant experience in an administration role
- Excellent communication skills both written and verbal
- Excellent IT skills – e.g. Word, Outlook, Excel
- SIMs experience would be an advantage but training will be given
- Ability/ willingness to take decisions, manage time effectively and work unsupervised
- An approachable, flexible attitude and the ability to prioritise

PERSONAL QUALITIES:

To be able to work to fixed time scales, to be able to cope with and adapt to change and interruptions in busy office environments.

Flexible to prioritising workloads/hours during heavy work periods.

Able to cope under pressure.

To have a methodical approach to information gathering, recording and reporting, and to be proactive.

To work as part of a team liaising with colleagues across the school.

To be able to converse with staff, students, parents and outside agencies clearly and effectively.

To be approachable, think things through and have a good sense of humour.

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check.