Job Description

This school/college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

|  |  |
| --- | --- |
| Post | School Secretary |
| Grade |  |

Purpose Of the Post

To support the school in attaining its aims and objectives by providing an effective administrative service within the establishment and assisting the Headteacher in the preparation and monitoring of the school’s budgetary provision to ensure proper accounting of all school finances

Main Tasks

Finance

1. Management of school fund and associated bank account ensuring audit carried out at year end.
2. Preparation of budgets with accountancy advice within timetable for final approval. Advising on budget position and budget preparation having an oversight of all accounts - reporting difficulties to Headteacher
3. Managing ‘Key Solutions Cash Accounts’ for school budget and reconciling spreadsheets of school expenditure and assisting in budgetary forecasts.
4. Carryout ordering/invoicing procedures in accordance with financial regulations to assist with the maintenance of budgetary commitment.

Management/Supervisory role

1. Co-ordinate the allocation and programming of the work of two clerical assistants (1 x 10 hours per week and 1 x 18.75 hours per week) to ensure the needs and priorities of the school are met.
2. Ensure that new clerical staff are inducted, and relevant training is provided
3. Provide training for clerical assistants on the use of computers to their full potential.
4. Provide training for clerical assistants on office procedures and systems
5. Responsible for the annual review of the clerical assistants. amending and updating job descriptions as required.

Secretarial

1. To act as personnel assistant to Headteacher
2. To provide secretarial and administrative support services to the Headteacher and other members of staff and School Governors, in accordance with good secretarial practice.
3. Draft and word process the weekly newsletter to parents and staff bulletin.

Clerk to the Governors

1. To act as Clerk to the Governing and provide timely and effective support to ensure the effective conduct of their business in accordance with articles of government.
2. Attending and minuting all meetings of the Governing Body and Sub Committees
3. Provide timely and effective operation of secretarial services to the governing body in accordance with good secretarial practice.
4. Arrange and co-ordinate all meeting of the governing body and sub committees
5. Co-ordinate agenda items and circulate agendas for meetings.
6. Carry out research for matters arising
7. Produce minutes of meetings and circulate to relevant members
8. Deal with all mail and keep a record of expenditure
9. Keep abreast of current trends, legislation, policies and procedures in order to keep the governing body informed and up to date.

Clerical

1. Ensure the effective reception of all visitors and telephone enquiries to the school
2. Open and deal with mail.
3. Completing returns to the LEA, i.e. Form 7, accident forms, sickness returns, etc
4. Maintain filing systems
5. Administer First Aid