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.

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| Post | School Secretary/Administrative Assistant |
| Grade |  |
| Responsible to: | Headteacher |

Purpose Of the Job

To support the School in attaining its aims and objectives by providing an effective secretarial, and administrative service within the establishment. Providing an effective administrative service within the establishment.

Main Responsibilities

1. Provide timely and effective operation of secretarial and administrative support service to the Headteacher and teaching staff in accordance with good secretarial practice
2. Ensure adequate arrangements for the safe collection, accounting and banking of all monies in accordance with approved regulations. Collection, reconciliation and banking of all dinner money, liaising with kitchen staff as appropriate
3. Management of reception - security of visitors ensuring that the visitors book is maintained. Ensure reception facilities are attractive and welcoming.
4. Maintain stationery supplies and order new as required
5. Generate reports of a routine nature
6. Sort and distribute post. Operate outgoing postal system
7. Liaise with school nurse/doctor and parents to arrange for medical appointments
8. Liaise with Education Welfare Officer
9. Operation of School’s letting policy, taking bookings and invoicing for use
10. Completion of all returns to LEA
11. Completion of fortnightly and monthly time sheets. Assisting with any queries that may arise
12. Any other duty relevant to the post