**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/PA |
| **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, acting as Clerk to the Governors by arranging and attending all meetings taking minutes and providing general support for the effective conduct of their business in accordance with the articles of government. and assisting the Headteacher in the preparation and monitoring of the school’s budgetary provision to ensure proper accounting of all school finances.

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. Act as Clerk to the Governors to ensure timely and effective administrative support to Governing Body by attending and minuting all meetings and providing a general support to ensure the effective conduct of their business in accordance with articles of government including handling post, arranging meetings, co-ordination of agenda and agenda items, carrying out research etc.
3. Preparation of budgets with accountancy advice within timetable for final approval. Advising on budget position and budget preparation having an oversight of all accounts - alerting the Headteacher of difficulties.
4. Management of school fund and associated bank account ensuring audit carried out at year end.
5. Processing of all orders, invoices etc in accordance with school financial regulations.
6. Locating, collating, analysing and presenting basic numerical information.
7. Development and maintenance of IT systems ensuring current system answers need and operates effectively. Keeping abreast of new technology, advising and recommending updates and changes.
8. Undertake and participate in training, coaching and general guidance to other staff.
9. Management of reception - security/visitors ensuring visitors book maintained. Ensure reception facilities are attractive and welcoming.
10. Maintain stationery supplies and order new.
11. Generate correspondence and reports of a routine nature.
12. Sort and distribute post. Operate outgoing postal system.
13. Inputting data onto SIMS system - maintaining pupil and staff records.
14. Inputting payroll information, producing variation sheets. Keeping a record of sickness and absence of all staff, both teaching and non-teaching and completing the relevant forms.
15. Operation of school letting policy, taking bookings and invoicing for use.
16. Liaise with school nurse/doctor and parents to arrange medical appointments.
17. Liaise with Education Welfare Officer/Personnel and LEA.
18. Any other duties relevant to the post.