

## **School Secretary Job Description**

This job description encompasses the entire School Secretary role. It is a job shared position, therefore although you may get involved in all tasks, each post holder will take responsibility for certain aspects. The School Receptionist also has responsibility for some of these duties.

### **Daily tasks:**

- Check registers and chase absences (note absences on clubs/hot meals lists)
- Answer telephone/attend to parents/visitors at office window when receptionist not in office
- Responsible for the daily opening and distribution of the school post.
- Deal with incoming and outgoing post
- Order postage stamps as required

### **Admissions:**

- Responsible for Admissions and Leavers in line with the current Admission Policy and liaising with LEA, Diocese and other schools
- Maintain waiting list for Reception (annual intake) and intake through school.
- Deal with phone calls from parents asking for places and send out relevant information/forms
- Responsible for offering places and liaising with parents
- Responsible for ensuring the list criteria is correct in line with our Admission Policy for governors to rank in the Spring Term.
- Write letters to offer places
- Responsible for arranging EY staff to visit pre-school settings and home visits of children accepted for EY in September
- Responsible for the creation and updating of record cards/data collection sheets/records in SIMS/ liaising with other schools re requesting and sending Common Transfer Files and records
- Completing forms Advising County/CHB of leavers/admissions/change of addresses
- Completing and returning Removal from Roll forms
- Ensuring pupil records and class lists are kept up to date
- Annual/ongoing update of Prospectus details (staff/clubs etc.)
- Responsible for the creation and upkeep of list of children not to be photographed/work on website

### **Attendance**

- Responsible for managing the school's attendance and absence systems.
- Inputting data onto SIMS, update Target Tracker and producing reports as required
- Processing request for absence forms
- Meet with SLT member every 2 weeks to monitor attendance, persistent absentees and lateness and send out letters

### **School Trips**

- Responsible for arranging swimming lessons, trips and transport and calculating costings
- Keeping a record of subsidy used for trips from Friends of School
- Order packed lunches for FSM and UFSM pupils

### **School Hot Meals and Free School Meals**

- Responsible for the ordering of FSM/UFSM each week

- Download list of paid hot meals from Chartwells each week and prepare lists for MMS. Mark absent children daily
- Order packed lunches for school trips for FSM/UFSM children
- Advise parents and process FSM application forms
- Keep FSM information up to date on SIMS
- Keep Head/Senco informed of any changes
- Liaise with Chartwells re deliveries in school holidays

### **Parentmail/SIMS**

- Responsible for keeping contacts and contact details up to date in SIMS and Parentmail
- Upload photographs to SIMS
- Send out e-mails and texts to parents/staff/governors through Parentmail

### **School Website/Facebook**

- Upload letters/newsletters to the school website and Facebook
- Maintain website and ensure compliance

### **Clubs**

- Ensure club lists are correct
- Keep a record of all clubs
- Liaise with parents/club leaders re spaces on clubs
- Send out Parentmail when clubs are cancelled
- Produce invoices for clubs

### **Letters**

- Type letters/newsletter for Headteacher/teachers
- Put letters on school website

### **Photographs**

- Arrange for photographers to come into school for:
- Whole school photo
- Individual pupil photos
- First communion photos
- Photos for SIMS (pupils) and SIMS/website (staff) – and upload
- Arrange for new staff/governors to have their photo taken for staff board
- Update staff board with photos/job titles/governors

### **Finance Administration**

- Process invoices and receipts for the School Budget account in conjunction with the School Business Manager
- Maintain the School Fund account in conjunction with the School Business Manager
- Produce BACS and cheque runs in a timely manner
- Place orders and complete associated paperwork as and when needed
- Banking of monies received
- Provide general finance administration support
- Filing of invoices

### **General**

- Advise County/Chartwell etc of school Inset days
- Ensure diary dates are correct for the next academic year
- Arrange first aid training for children in Years 4/5/6
- Inputting and submission of end of Key Stage data