**EAST SUSSEX COUNTY COUNCIL**

Job Description

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| **DEPARTMENT**: | Schools |
| **LOCATION:** | Countywide |
| **JOB TITLE:** | School Secretary |
| **GRADE:** | East Sussex Single Status Grade 6 |
| **RESPONSIBLE TO:** | Headteacher |
| **MAIN PURPOSE OF THE JOB:** | To provide a secretarial service for the headteacher and to ensure appropriate administrative procedures are undertaken. To act as a first point of contact with parents, agencies and all visitors to the school. |

**KEY TASKS**

1. To deal with enquiries, answering telephone and relaying messages to staff and pupils, to screen headteacher from routine enquiries, to arrange appointments.
2. To sort incoming mail and despatch outgoing mail.
3. Word-process and produce all school documentation required by the Head and, where appropriate, other members of the teaching staff
4. To ensure that all school pupil and staff records are maintained in an orderly manner, reviewing arrangements as appropriate, and being responsible for confidentiality and security. Maintain other index and filing systems as required.
5. To ensure class registers are completed daily, kept up to date and returned to the office.
6. To administer all correspondence, paperwork and other clerical duties required in respect of the school’s relationship with the local education authority. This includes the completion of absence notifications and details of supply cover.
7. To photocopy and reproduce documents as and when required, and act as a key operator for photocopier and Risograph.
8. Liaise with Area Health Authority regarding medical and dental inspections, organising pupils’ attendance within school.
9. Maintain procedures for admission and withdrawal of pupils from the school and completion of termly administration sheets.
10. To check and replenish stationery stock and first aid supplies and to keep an up to date inventory of equipment
11. To sell uniform and associated items and monitor stock levels
12. To organise and maintain free school meal records, liaising with parents, kitchen and County Hall.
13. To organise and book school visits and transport as required
14. If required, to supervise clerical support in the school office
15. To carry out the above duties in accordance with the Education Department’s Equal Opportunities Policy.

All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school’s Child Protection and Safeguarding Policy and work in accordance with this document at all times.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

# EAST SUSSEX COUNTY COUNCIL

**Person Specification**

**Post Title: School Secretary**

**Location: Countywide**

## **Grade: Single Status 6**

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|  | **Essential Criteria** | **Desirable Criteria** | **Method of Assessment/****Source of Information** |
| **Key Skills & Abilities** | * Ability to work in an organised and methodical manner
* Ability to develop efficient record keeping systems
* Ability to produce accurate and up-to-date records and reports as required
* Ability to communicate with a range of audiences including other employees within the school, governors, pupils and parents
* Able to converse at ease with customer and provide advice in accurate spoken English
* Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date
* Ability to show sensitivity and objectivity in dealing with confidential issues
 |  | * Application/Interview
 |
| **Education &****Qualifications** |  |  | * Application/Interview
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| **Knowledge** | * A basic knowledge of the work of a school
* Knowledge of, or willingness to learn a range of computer applications including Word, Excel, STAR, SIMS
* Knowledge of school policies including Child Protection, Health & Safety and Equal Opportunities.
 |  | * Application/Interview
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| **Experience** | * Experience of producing documents of a high standard
* Experience of undertaking a range of clerical and administrative duties, including data input
 | * Previous experience of working in a secretarial capacity
* Previous experience of working in a school
 | * Application/Interview
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| **Personal Attributes** | * Ability to demonstrate commitment to Equal Opportunities
* Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge
 |  | * Application/Interview
 |
| **Date (drawn up): November 2009****Reference of Officer(s) drawing up person specifications: JM** |

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

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| Using display screen equipment  | X |
| Working with children/vulnerable adults | [ ]  |
| Moving & handling operations | [ ]  |
| Occupational Driving | [ ]  |
| Lone Working | [ ]  |
| Working at height | [ ]  |
| Shift / night work | [ ]  |
| Working with hazardous substances | [ ]  |
| Using power tools | [ ]  |
| Exposure to noise and /or vibration | [ ]  |
| Food handling | [ ]  |
| Exposure to blood /body fluids | [ ]  |