



EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

JOB TITLE: Secretary

SCHOOL: Hamsey Community Primary

LOCATION: Cooksbridge

GRADE: [East Sussex Single Status Grade 6 or 7](#)

RESPONSIBLE TO: Business Manager

Purpose of the Role:

To provide a secretarial service for the school 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. Deal with enquiries, answering telephone and relaying messages to staff and pupils, to screen leadership from routine enquiries, to arrange appointments.
2. Dealing with visitors, providing hospitality where necessary and referring on to appropriate members of staff when needed. Providing a sympathetic and patient ear to parents contacting the school, providing general information as requested.
3. Minute meetings as required.
4. Sort incoming mail and despatch outgoing mail.
5. Word-process and produce all school documentation required by the Head of School/Executive Head and, where appropriate, other members of the teaching staff.
6. 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.

7. Ensure class registers are completed daily, kept up to date and returned to the office.
8. 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.
9. Photocopy and reproduce documents as and when required, and act as a key operator for photocopier.
10. Liaise with Area Health Authority regarding medical and dental inspections, organising pupils' attendance within school.
11. Maintain procedures for admission and withdrawal of pupils from the school and completion of termly administration sheets.
12. Check and replenish stationery stock and first aid supplies and to keep an up to date inventory of equipment.
13. Sell uniform and associated items and monitor stock levels.
14. Organise and maintain free school meal records, liaising with parents, kitchen and County Hall.
15. Organise and book school visits and transport as required.
16. Maintain School Log Book.
17. If required, supervise admin staff in the school office.

Progression/appointment to Single Status 7 is dependent on a progression/appointment opportunity being advertised and these additional duties being required:

18. Organise and co-ordinate the letting of the school premises, in liaison with the headteacher, caretaker and hirer.
19. Supervise all procedures for the administration of dinner money, school fund, school invoices, petty cash and the operation of the LMSS budget. To act as a signatory on all school accounts.

20. Complete and dispatch all required forms including details of supply cover, county returns etc. To check and supervise the preparation, distribution and filing of all annual review documentation.
21. Secure supply cover for teacher and assistant absences and record notification of absences.
22. Deal with the placement of all staff advertisements, arranging informal visits, application forms and job descriptions for prospective applicants.
23. Liaise with County Hall on school transport and personnel related matters.

EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

Essential key skills and abilities

These criteria will be assessed at the application and interview stage

- Ability to organise own workload and demonstrate initiative
- 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 respond proactively to unexpected problems and situations
- 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

Essential knowledge

These criteria will be assessed at the application and interview stage

- 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.

Essential experience

These criteria will be assessed at the application and interview stage

- Experience of producing documents of a high standard
- Experience of undertaking a range of clerical and administrative duties, including data input

Desirable experience

These criteria will be assessed at the application and interview stage

- Previous experience of working in a secretarial capacity
- Previous experience of working in a school

Other essential criteria

These criteria will be assessed at the application and interview stage

- 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

Date (drawn up): November 2009

Name of Officer(s) drawing up person specifications: JM

Job Evaluation Reference:

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 are 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.

Function	Applicable to role
Using display screen equipment	Yes
Working with children/vulnerable adults	No
Moving & handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	No