JOB DESCRIPTION

PRIMARY SCHOOL SECRETARY

PRIMARY DIVISION

MAIN PURPOSE OF JOB:

To provide secretarial support, including data-entry and general administrative work for the Girls' Junior School and to effectively manage the Head's diary and office.

To provide general secretarial cover and administrative support across the Primary Division Settings and for the Head of Primary Division.

MAIN DUTIES:

General Duties

- To contribute to the review and development of the different Schools' policies and procedures in order to ensure and maintain best practice and thereby promote the achievement and well-being of the pupils.
- To promote the general progress and well-being of pupils and to share in the corporate responsibility for maintaining good order and discipline in line with the Schools' Behaviour Policies.
- To take responsibility for promoting and safeguarding the welfare of the children in school.
- To comply with and promote the Foundation's Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors, ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.
- To carry out any other reasonable duties as may be required from time to time within the context of the post.

Specific duties

Communication

- Dealing with the daily post, phone calls and emails.
- To draft letters, emails and make phone calls which deal swiftly and appropriately with all matters relevant to the Head's office, promoting the reputation of the School at all times.
- Answering telephone enquiries from prospective parents, current parents, press, public and other educational establishments.
- Preparing and distributing the weekly newsletter.
- Promoting the School through telephone enquiries and personal contact with parents and general public.

Pupils

- Dealing with pupils on a day to day basis in the School Office.
- Maintaining pupil attendance records, including contacting parents regarding pupil absence.
- To maintain the pupils' confidential files in the Secretary's Office.

Organisation

- Accurately maintaining the school databases, working alongside the wider Primary Division Administration Team.
- Preparation of various School policy documents.
- Dealing with requests from teaching staff, pupils, parents and visitors to the School.
- To make sure that all arrangements for visitors and guests are timely, professional and welcoming;
- Liaison with other sections of the school, including Foundation Services, Boys' Division and Girls' Division
- Administration support for educational visits or visitors and all fixtures.

- Maintaining the School's diary in the Head's calendar and in iSAMS. Ensuring that colleagues in School are aware of key dates and events.
- To work in conjunction with other members of the Administrative team and to assist, when required, with other aspects of the administrative support function.
- To contribute to the planning and organisation of school events such as Concerts, Parents' Information Evenings and Consultation Evenings, including liaison with the Sergeants and with Catering.
- To support production of pupil reports, and arrangements for Parents' consultation events.
- To liaise with the Primary Division Admissions Registrar to assist in the setting up of and attending Open Morning/Evening and assisting at those events where required.

Finance

- Managing the budget database, invoices and Purchase Orders.
- Collecting money and forwarding to the School's Finance Office.

Other

- Carry out any other reasonable duties as may be required from time to time within the context of the post.

PERSON SPECIFICATION

PRIMARY SCHOOL SECRETARY

PRIMARY DIVISION

EDUCATION/TRAINING/QUALIFICATIONS	**ESSENTIAL/ DESIRABLE**	**EVIDENCE Application Form, Interview, Reference**
Minimum of Maths and English GCSE (or equivalent) Grade C or above	E	Application Form & Interview
NVQ Level 2 in Business Administration (or equivalent)	D	Application Form & Interview
KNOWLEDGE/EXPERIENCE/SKILLS	**ESSENTIAL/ DESIRABLE**	**EVIDENCE**
Experience of providing an effective general administrative service	E	Application Form & Interview
Excellent IT skills, including Microsoft Office, databases and web based information	E	Application Form & Interview
Experience of record-keeping and the organisation of paper and computer records	E	Application Form & Interview
Experience of working as a personal assistant	D	Application Form & References
Knowledge and experience of dealing with primary school aged children	D	Application Form & Interview
PERSONAL COMPETENCIES, QUALITIES, ATTITUDE AND BEHAVIOURS	**ESSENTIAL/ DESIRABLE**	**EVIDENCE**
Excellent interpersonal skills	E	Application form, Interview & Reference
Good written and verbal communication skills	E	Application form, Interview & Reference

The ability to communicate effectively at all levels	E	Application form, Interview & Reference
Excellent team worker	E	Application form, Interview & Reference
Enthusiastic, conscientious and hardworking	E	Application form, Interview & Reference
The ability to work in a calm and logical manner and to multitask in a busy school environment	E	Application form, Interview & Reference
The ability to prioritise own work, and use own initiative in order to meet deadlines, without supervision	E	Application form & Interview
Discretion and the ability to keep information confidential at all times	E	Interview & Reference

TERMS AND CONDITIONS

PRIMARY SCHOOL SECRETARY

PRIMARY DIVISION

SALARY

The salary will be between point 8 and point 10 (£26,933 and £27,521 per annum) on the Bolton School Support Staff Salary Scale, dependent on skills and experience. Pro-rata this equates to between £21,960.75 and £22,440.20 per annum.

HOURS OF WORK

35 hours per week, Monday to Friday, during term time, plus an additional 2 weeks (10 days), each academic year, to be worked during the School holiday periods. The normal hours of attendance will be 8.15am until 4.15pm with a 1 hour unpaid lunch break per day.

Term time is classed as when school is in session and on additional days during the academic year; leading to a total of 175 days. The additional days will be determined by the Head/Line Manager and may include INSET days, the day of the entrance examination and school holiday periods, to meet the needs of the Division or Department. The salary for a term time only member of staff is therefore based on 175 working days per academic year.

HOLIDAY

Pro-rata of four weeks' holiday, Public Holidays and a close down period between Christmas and New Year (to be determined annually) as paid leave days each year. All holidays are to be taken out of term-time.

LINE MANAGEMENT

Head of Girls' Junior School

PENSION

The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 10%. There is the option to join the Group Personal Pension Scheme on a salary exchange basis.

If you choose not to join the Group Personal Pension scheme and you fall into the category of "eligible worker" you will be automatically enrolled into the School's alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 5% of "qualifying earnings" and the School will contribute 5%. Further details are available upon appointment.

OTHER BENEFITS

- Lunches will be provided free of charge on campus.
- Free parking on site and an easily accessible campus with strong transport links (including being on a direct bus route).
- Life Assurance cover up until the age of 65.
- Access to a free Employee Assistance Programme.
- Training and development opportunities will be offered.

- Where appropriate fee remission arrangements will be offered for children to attend the Primary and Senior School.
- In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.
- Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.
- Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.
- Ride to Work Scheme available.
- Electric Car Scheme available.
- Warm and friendly community.

An online search will be carried out on candidates who are shortlisted for interview. The search will be completed by a member of staff who is not directly involved in the recruitment process and will be based on information publicly available. The purpose of the check is to help identify any incidents or issues that have happened, and are publicly available online. Any information found that could potentially impact safeguarding or reputation will be passed to the hiring manager who will discuss any concerns with the candidate at interview before a decision is made regarding suitability.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked.

After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a six month probationary period.