

JOB DESCRIPTION

Job Title:	School Secretary
Salary range:	Grade F £22,737 - £25,980 per annum (pro rata) Grade B3 £22,368 per annum pro rata
Hours/weeks	School Secretary 30 hours per week F1-F6 and Midday Supervisor 2.5 hours per week B3 Total 32.5 hours per week term only plus 5 additional days
Base:	St Breward CP School
Responsible to:	Headteacher
Direct supervisory responsibility for:	N/A
Important functional relationships: internal/external	<u>Internal:</u> Headteacher, School management team, teaching and support staff, pupils. <u>External:</u> North Cornwall Learning Trust, Cornwall Council, other schools and colleges, suppliers of goods and services, parents, visitors to the school.

Main purpose of job:

To provide financial, administrative and clerical support to the School and Headteacher. To be the first point of contact with the general public in person, email and by telephone.

Main Duties and Responsibilities (not listed in order of importance)

- To maintain the nursery timetable and funding returns liaising with parents including invoicing
- To ensure single central record is accurate and reflects current guidance and checking DBS and other safeguarding compliance checks are in order
- To liaise with the Site Supervisor/School Caretaker on all aspects of site maintenance, H&S, maintenance work and building projects.
- To welcome visitors, ensuring signing in procedures are followed, to receive and prioritise incoming telephone calls/emails and deal with them appropriately taking messages as required.
- To provide a professional and confidential secretarial service for the school

including word processing of correspondence, reports, publications and other documents as required.

- To sort, distribute and administer incoming and outgoing mail.
- To update all school records and files remain up-to-date and in accordance with GDPR requirements and to participate in maintaining back up systems.
- To undertake associated personnel administration, including completion of staffing forms, attendance/absence records, monthly payroll reconciliation, liaising with NCLT staff as appropriate and maintaining staff files, ensuring confidentiality with regard to such records.
- To undertake the necessary administration associated with the School's intake of new pupil and pupils leaving the school, ensuring records are forwarded appropriately. To maintain pupil records appropriately ensuring confidentiality with such records.
- To be responsible for the maintenance of electronic and manual records including completion of returns, reports and statistics as required by the DfE, LA and/ or other third parties. To maintain the utmost confidentiality with regard to such records.
- To field pay queries, liaise with the NCLT Payroll Department and provide prompt resolutions to any pay errors or queries.
- To ensure the provision of administrative support in respect of timetables, registers and absences, lettings diary, staff sickness, post book, school meals, school events and outings, medical and dental visits.
- To organise all arrangements for meetings as required.
- To organise and maintain the Headteacher's diary, arranging appointments and liaising with the Headteacher regularly to follow up on external and internal communications.
- To be responsible for office organisation including stock control of office stationery and consumables. To maintain the photocopier and ensure photocopying supplies are available.
- To handle the ordering (as approved), receipt and distribution of goods and to obtain information regarding costs and delivery of goods and services.
- To operate the school's accounting system including order processing, accounts payable and receivable, bank processing and report generation, working in close liaison with the NCLT finance team.
- To administer the receipt and banking of various monies including private school funds and other non-public fund-raising. To be responsible for receiving, checking and issuing of receipts for all payments made and monies received by the school.

- To prepare all monies and cheques received by the school for banking, ensuring appropriate use of each of the schools' bank accounts and full adherence to the school's cash and accounts security procedures.
- To keep accurate and up-to-date budget information in order to answer queries promptly.
- To be responsible for the routine maintenance and operation of the School's computerised accounting systems and SIMS, including purchase order processing, account payments and receipts, production of invoices and billing, bank processing and reconciliation, and report generation.
- To be responsible for the finance office's full adherence to the school's security procedures, ensuring security of all monies and financial information at all times. To ensure all processes and work undertaken meets with the financial regulations and internal and external auditory processes.
- To ensure the processing of authorised orders in accordance with the agreed priorities and deadlines and in accordance with the working practices of the finance office.
- To liaise with the reprographics section and to monitor all reprographics/ photocopying costs ensuring appropriate charges are made to each school department/budget holder.
- To be responsible for the production of school invoices relating to all school income generation, including those charges made to pupils for various school and recreational activities arranged by the school. To monitor all payments received from debtors on a regular basis and to advise the Headteacher of overdue debts for further action, ensuring such action takes place and monitoring success.
- To assist in the administration of the School's private funds including monitoring and checking individual accounts as requested.
- To check and authorise staff and governor claims for payment, including supply teaching, overtime, travel and subsistence claims.
- To manage the financial systems relating to charges for school lettings.
- To collate financial information, produce financial reports and statistics relating to the school's financial status as required.
- To attend school management team meetings and Governors meetings as requested.

Additional duties

- To undertake the overall responsibility for ensuring the updating and accuracy of data on the SIMS network. To compile reports, returns and statistics for the Headteacher, CEO/CFO, Governing Body, LA and DfE as and when required.
- To manage all administrative procedures involved in the recruitment and selection of teaching and non-teaching staff, including arrangements for job advertisements, arrangements for interviews, recruitment checks (e.g. reference, CRB checks and medical screening).
- To be responsible for overseeing the maintenance of accurate pupil records on computer, including assisting in the inputting of data, production of lists, reports, statistics and other student information as requested by members of the senior management team.
- To liaise with the medical and dental services regarding school visits and to undertake the necessary arrangements to facilitate such visits. To be responsible for the maintenance and security of files of medical information relating to pupils.
- To assist with the preparation and collation of paperwork and data for Ofsted inspections, and other school documents and reports prepared by the Headteacher or members of the school management team.
- To liaise with outside agencies on behalf of the Headteacher, as directed.

General/Other

- To be aware of and adhere to the school's child protection policy and procedures, and to report any concerns under such procedures which may be observed at work.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures both local and national e.g. Equal Opportunities Policy, Code of Conduct) Health and Safety, GDPR).
- To maintain confidentiality of information acquired in the course of undertaking duties for the School.
- To be responsible for your own continuing self-development, undertaking training as appropriate.
- To undertake other duties appropriate to the grading of the post as required.

Person specification	Essential	Desirable	Recruiting method
Education and Training	<p>GCSE's or equivalent to include Maths & English at a C grade/ level 5 or above</p> <p>NVQ in business administration or equivalent experience</p>	<p>Admin or IT related qualifications at level 3</p> <p>Typing and word processing certificates</p>	Application
Skills and Experience	<p>Good standard of practical knowledge, skills and experience of working in an office environment</p> <p>A practical working knowledge of IT applications (word, excel and powerpoint)</p> <p>Excellent customer service and communication skills</p>	<p>Experience of working within a school or similar environment</p> <p>Experience of SIMS</p>	Application, interview, assessment
Specialist knowledge and skills	<p>Good typing and word processing skill</p> <p>Good oral & written skills</p> <p>Strong organisational skills</p> <p>Confidence with data</p> <p>High level of accuracy and attention to detail</p> <p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p>	<p>Knowledge of Microsoft Office</p> <p>Knowledge of SIMS</p>	Application, interview, assessment

Other attributes	Respectful of confidentiality Empathy Honest, fairness Excellent personal presentation. Professional, tactful & sensitive. Ability to work on own initiative and within a team. Enjoys working with young people.		Application, interview
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Special Conditions related to the post

North Cornwall Learning Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the Trust.

North Cornwall Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to all pre-employment checks necessary to meet Safer Recruitment requirements, including a satisfactory enhanced DBS check and references.

How to apply	<p>To download an application pack or apply online please visit: http://www.stbrewardschool.co.uk/web/</p> <p>Please complete an application form in full and return to: secretary@st-breward.cornwall.sch.uk</p> <p>Please note that we do not accept CVs.</p>
Contact details	<p>Address: St Breward Community Primary School, St Breward, Bodmin, PL30 4LX Tel: 01208 850547 E-mail: head@st-breward.cornwall.sch.uk</p>
Closing date Interviews	<p>Friday 24th November 2023 Interviews will be held the week beginning 27th November 2023</p>
Thank you for your interest in this post	