



Barrow Hills

SCHOOL

Job Description – School Secretary

Overall Purpose

As part of the administration team, front of house, to support the education on offer by the School and any related activities, by providing an excellent service to colleagues, children, parents, prospective parents. Provide secretarial and administrative support to the head.

To represent the School in a professional, courteous and helpful manner, ensuring that the school is viewed in the best possible manner, including ensuring the smooth running of reception.

Location: Barrow Hills School

Direct reports: One

Reporting to: The Head

Hours of work: Part time 28 hours per week (including a 30 minute unpaid lunch break) 8am – 2pm. Term time only plus two weeks as agreed each academic year (inclusive of InSet days)

Mission Statement, aims and ethos

Our aim at Barrow Hills is to inspire happy children and embed a strong morality by living Christian values.

The underlying ethos is to educate the whole child, discover and develop their talent and celebrate this in the School's community, making use of the pupil profile. This encourages our children to be *brave, curious, responsible, joyful, scholarly, truthful, generous and compassionate* as they are 'prepared for greater things'.

Our goal is to ensure that children at Barrow Hills:

- Work productively and creatively in a nurturing and safe environment.
- Benefit from the challenge of a wide and evolving curriculum.
- Discover and develop what they do best.
- Contribute actively to the School and the wider community.

General Duties

To support the education and welfare of children in accordance with the DfE's Teachers' Standards, the conditions stated in any relevant independent schools' specifications (e.g. Common Entrance and Scholarships), the School's aims, objectives and schemes of work and the policies of the Governing Body.

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times.

If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to one of the School's Designated Safeguarding Leads. For EYFS this is the Head of Pre-Prep. For Years One to Eight this is the Deputy Head. Alternatively, this can be the Head.

Main duties and Key responsibilities

School Secretary

- act as the first line of contact for parents wishing to speak to the Head and/or who have non-routine issues in a professional and timely manner
- manage the "school secretary" in-box as well as one's own
- collation of registers and resulting actions and maintain the records on the schools Management Information System (MIS) for pupil absences i.e. illness, medical appointments, interviews and examinations, religious observations etc, which do not require the Head's approval
- to play an active part in ensuring that communication and administration processes are efficient and cost effective, embracing the best possible use of available technology
- To support in maintaining the schools MIS
- act as the main point of contact for the parents association (BHCC)
- in conjunction with the Director of Teaching and learning and head, support the administration of the Senior School transfer process and entries to examination boards
- manage house points, commendations and printing certificates for assemblies etc.
- work with external contractors and co-curricular departments as required
- support with regular playground duty as per the schedule and in cases of need/absence
- assist the teaching staff and/or operations manager with trip planning and book coaches accordingly
- provide support for the HR Department in scheduling recruitment activities
- provide support for PA's at King Edward's School as required
- provide support for admissions and/or the registrar at both schools as required
- support the organisation and attend school events, at Barrow Hills or King Edward's as required, including when out of hours such as extra-curricular activities, parents evenings, carol services, the Summer party, speech day etc.
- act as a fire marshall as required

In support of The Head

- provide support to the Head, and SMT as required, including the management of appointments and calendars
- manage and maintain the Head's diary, entering annual events, regularly reviewing and re-prioritising as needed within a busy preparatory school
- work with King Edward's School to diarise annual events and meetings, scheduling time for The Head to prepare as required
- monitor the Head's email account to identify and action meeting invitations and emails as appropriate
- make arrangements as required for the Head's meetings including venue and catering when necessary, ensuring The Head is well prepared at all times, including those with/for the governing body

- support in the preparation of, and proof-read agendas, briefing papers, minutes, letters, parent annual reports, presentations and other documents
- assist with duties relating to the governing body such as assisting with papers, event and meeting arrangements, panels and minutes if required
- support the head with maintaining administration and reporting for ISI inspections
- arrange travel, accommodation, functions and other bookings on behalf of The Head
- provide occasional administrative support to the SMT

Managerial

- support and manage the school receptionist both in practical terms with their duties and their growth and development
- ensure that regular and effective communication is maintained with the receptionist
- conduct regular meetings and annual reviews with the receptionist, acting on any developmental needs and training
- manage the 1st aid arrangements including supplies and supporting the provision of first aid to the children

Reception

Support the receptionist in busy times and/or during periods of absence to;

- carry out their duties as outlined in their job description, including monitoring the email in-box
- greet all visitors, children, parents and staff (in person, by email and on the telephone) in a professional and appropriate manner
- maintain a tidy and presentable reception, lobby and waiting area
- manage the school's telephone system, programming alterations and arranging for problems to be rectified. Ensuring all changes are communicated to staff by regular telephone update lists
- act as a Paediatric First Aid Officer responding to the children's medical needs

General

- respond to the vast array of day-to-day queries that arise in a busy prep school environment
- maintain continuing professional development
- maintain appropriate confidentiality of information relating to the school and its employees and compliance with GDPR
- adhere to the school's Health, Safety and Environmental policies at all times
- actively promote the school's Safeguarding Policy and be aware of personal responsibilities
- co-ordinate and distribute the Crisis Management pack
- carry out any other reasonable duties as required by the Head and/or Senior Management Team (SMT)

Person Specification

Essential

- educated to GCSE 'C' Grade or equivalent in English and Mathematics
- excellent verbal, written and numeracy skills
- qualified Paediatric First Aid officer (or willing to undertake the training)
- excellent IT skills, particularly the use of Google as well as Microsoft Office packages, Word, Excel, Explorer, PowerPoint and Outlook
- excellent, proven standards of customer care and attention to detail
- ability to manage workload and at times conflicting priorities as well as tracking progress on a wide range of tasks
- ability to prioritise, organise and work to deadlines with a 'can do' attitude
- excellent interpersonal and communication skills, both written and oral
- friendly personality with a good sense of humour
- self-motivated with the ability to work on own initiative
- a discrete nature, able to retain confidential matters relating to the school, its children, parents and colleagues
- unflappable and highly flexible, a good team player
- an appreciation and dedication to the importance of the Safeguarding agenda

Desirable

- previous experience in a reception and customer-facing role
- proven track record of reporting senior managers
- experience within the education sector
- knowledge of the legislation regarding schools related to the role of the post holder including GDPR

The above is not intended to be an exclusive list of tasks and other duties may be expected as reasonably determined.

This job description will be reviewed as appropriate in consultation with the post holder.

Terms and Conditions: Barrow Hills School has its own salary scale, which provides generous remuneration. Children of staff may be educated at Barrow Hills Schools as day attendees or at our partner school King Edward's Witley at a very significantly reduced rate of fees, subject to household means-testing.