



West Heath School – Job Description

Title:	School Secretary
Responsible to:	PA to Principal
Remuneration:	£19,000 (pro rata)
Hours:	8.15am – 4.45pm Monday to Friday (during Term Time) 8.15am – 4.45pm Monday & Tuesday (during School Holidays)
Location:	West Heath School

Purpose of the role:

The School Secretary provides a warm and professional welcome to visitors to West Heath School by greeting them in person or on the telephone; safeguarding students, staff and visitors by ensuring that all visitors are signed in, given a visitor lanyard and clear instructions on the Fire and Emergency Evacuation procedure. Visitors to the school are offered refreshments and made to feel comfortable in the Reception area. Colleagues are notified of their arrival.

The School Secretary works within an admin team to ensure Reception is covered at all times.

1. Reception duties

- Meeting and Greeting visitors to the school
- Answering main switchboard, fielding and transferring calls
- Coordinating meeting room bookings

2. Secretarial support – Providing support for teachers and school staff

- producing letters for trips, correspondence, generating labels for mail shots
- support colleagues in the Administration team at busy times with overflow work
- coordinating the school's archiving system

3. Monitor Student Attendance – liaise with Learning Directors to ensure registers are completed in a timely fashion according to school policy:

- Session Attendance (Statutory - AM/PM)
 - Missing Marks, Unexplained Absences
 - Incorrect Codes - used in error
- Student absent - call Parent/Carer, mark register and add explanatory comment
- Run attendance reports on request
- Liaising with Kent County Council regarding the attendance of LAC students

4. Coordination of the Missing Student Protocol

- Liaising with staff member and SLT when a student is missing in school and following the Missing Student Protocol until the student is found. (Supporting SLT whilst searching).



West Heath School – Job Description

5. Behaviour Management

- Incidents – monitor and quality assure
- Exclusions – ensure all stakeholders are notified
- File Exclusion Correspondence (electronic or hard copy)

6. Maintain Student information on SIMS when notified of changes:

- Contact details (address, telephone number, email address etc):
 - Student
 - Parent/Carer
 - Agency (SEN, Social Services, Health etc)
 - Agent (SEN Case Officer, Social Worker, Health Professional etc)
- Medical details (instruction from School Nurse on medication update etc)
- Annual Update Form
- LAC Status Details
- Producing Class lists

7. Maintain SEN Transport Records:

- Agency - SEN Transport Dept
 - Transport Manager contact details
- Agent - Taxi Firm
- Update Student membership
- Produce accurate Transport Report

8. HR Administration:

- From time to time there may be a requirement to assist the HR Manager with some administration duties.

Person Specification

The successful candidate will be:

- A team player
- Smart appearance
- Highly organised
- Good communication skills
- Calm and unflappable
- Flexible and willing to adapt to work requirement at short notice
- Friendly and approachable
- Good sense of humour



West Heath School – Job Description

- Self motivated
- Emotionally robust

Skills

- Excellent Telephone Manner
- Previous experience of using a School MIS, preferably SIMS
- MS office – Minimum intermediate level Word and Excel
- Excellent communicator at all levels
- Good level of personal appearance

NOTE:

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 level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

SIGNED:
(Employee)

DATE:

SIGNED:
(Line Manager)

DATE:

West Heath School has a no smoking policy - the school is a smoke free zone

West Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.