

Job Description

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

Job Title:

Junior School Secretary

Reporting Line:

Head of Junior School

Junior School Overview:

The Junior School enjoys the advantages of a small intimate environment within the Senior School and shares the same excellent facilities. Following the expansion of the Junior School in 2015, it now comprises two forms from Year 3 to 6. Admission to the Junior School is by assessment taken in January of the year of entry. All Year 6 girls take the entrance examination to the Senior School at the same time as external candidates and the great majority of pupils' progress to the Senior School.

The new Junior School Building includes 8 classrooms, a hall and a resource area. Computers are used throughout the week to complement work done in the main IT lessons, which will be taught in the designated IT area. Senior School facilities are used for activities such as Design and Technology, Drama, Music, Physical Education and Science. Many lessons, including Languages (French, Spanish and German), PE, Music and Design Technology, are taken by Senior School specialists. Junior School Form Teachers usually take their class for Mathematics, English, History, Geography and Art and have the opportunity to teach other Junior School year groups.

Role Overview

The Junior School Assistant is responsible for acting as the first line of contact for the Head of the Junior School for general secretarial and administrative duties, providing support to all members of staff and pupils in the Junior School through day-to-day tasks, such as administrative support, display work and clubs. The incumbent of this position comes in to contact with a wide range of adults and pupils and provides a warm welcome to visitors and other contacts whilst operating at the highest professional standards in support of the Junior School, with particular contact with the Head of the Juniors.

Main Duties and Responsibilities:

1. To act as first line contact for the Head of the Juniors, using discretion and tact to ensure telephone callers and visitors receive a professional response, and are dealt with appropriately.
2. To provide a comprehensive and confidential support to the Head of Junior School as well as any members of Junior staff who need assistance:
 - a. Production of letters, emails, minutes, reports to a professional standard within the specified timescales required.
 - b. Preparation and production of documents, reports and presentations
 - c. Taking and screening phone calls, enquiries and requests for the Head of Junior School and handling them as appropriate

3. To ensure that school activities are completed in a timely and effective manner, in line with school deadlines. To include school trips, clubs and residentials, ensuring letters are done, parentpay is set up and payments are made by parents.
4. To help organise and support breaktimes, lunchtime and after school clubs, acting in a supervisory capacity as and when required.
5. To ensure the junior school office operates in an effective and organised manner, establishing and maintaining effective systems of work, ensuring filing, organisation of the stockroom, archiving and shredding takes place in a timely manner. Ensuring systems are GDPR compliant.
6. To keep the junior school area is a tidy environment, ensuring the kitchenette area is clean and fully stocked and that the room is always appropriate for any meetings. To ensure the stockrooms are kept tidy and in order by regularly checking them and handling as needed.
7. To identify and promote improvement in ways of working to the benefit of the School.
8. To keep up to date with developments in the School in order to assist the Head of the Juniors with the effective running of the School, this includes coordinating, supporting and assisting at various events; coffee mornings, entrance assessment, induction evenings, major school events ensuring key events run effectively.
9. To cover routine events or emergencies with equilibrium, confidence and style and the ability to jump from one task to another with ease.
10. To be available, wherever possible, to assist at Junior School events that are out of hours.
11. To have a good understanding and working knowledge of Schoolbase, ensuring it is accurate and liaise with the Office Manager and admissions whenever appropriate.
12. To work closely with the Attendance Officer to oversee the management of absences within the Junior School:
 - a. ensuring absences are filed;
 - b. Send known absences to Attendance Officer and teacher, ahead of time or at earliest known date of child's absence.
 - c. Look for girls in classes if not marked on register and liaise with Attendance Officer regarding their whereabouts.
 - d. Remind teachers to take register throughout day if prompted by Attendance Officer.
 - e. Send replies to absence requests either on behalf of Head of Juniors or working with Head of Junior School.

13. During the summer holiday period, to update all records and files and online areas ready for new intake, to include:

- a. Update class lists and organise the cloakroom
- b. Update teacher's supervision schedules
- c. Liaise with the school nurse regarding any medical issues of the new intake
- d. Inform local authority and fill in relevant forms for Juniors moving to a different school.

14. To undertake the day to day duties of running an office, as and when required, to include:

- a. Taking phone calls and dealing with messages promptly
- b. Passing on messages, clothing, bags etc. to children as necessary
- c. Assisting children if normal routines fail e.g. finding teacher
- d. Coordinating and organise room bookings for lessons, activities, clubs, events, classes etc.
- e. Coordinating junior school mailings
- f. Managing School clubs tasks; general administration duties, collation of forms and lists etc.
- g. Working with the Assistant Head to ensure Junior school calendar is up to date: collate entries; make checks and agree on publishing diary.
- h. Providing admin support for the activities programme.
- i. Continuing with the updating of office systems e.g. moving from paper documentation to online forms; creating electronic forms (trip letters; club registration; permission slips etc.), working towards an online diary and online fixtures. Ensuring Schoolbase is used to its maximum effect.
- j. Administrative support for major junior school events.
- k. Liaising with the School Nurse regarding vaccinations programme, children with illness/injury (administering first aid as appropriate and/or in her absence).
- l. Liaising with Facilities department and external contractors regarding maintenance issues.
- m. Liaising with Catering department regarding catering for events.
- n. Liaising with Finance Office and relevant staff regarding parentpay and progress. Tracking and recording all Junior School orders with the School credit card and adding to log.

Person Specification			
	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> • Educated to A level or equivalent level. • GCSE, C or above gained in English and Mathematics 	<ul style="list-style-type: none"> • First aid qualification • Secretarial / Administration or equivalent qualification 	<ul style="list-style-type: none"> • Production of the Applicant's original certificates
Experience	<ul style="list-style-type: none"> • Proficient in the use of Microsoft Office packages • Experience of operating in a discreet and confidential environment • Flexible in approach- going the extra mile to get the job done and achieve a deadline 	<ul style="list-style-type: none"> • Some experience working for a professional in a senior role • Experience in an education environment 	<ul style="list-style-type: none"> • Contents of the application form. Evidence of experience • Interview • Professional references
Skills and Knowledge	<ul style="list-style-type: none"> • Excellent organisational and time management skills. Excellent attention to detail and accuracy • Excellent communication skills, both confident and articulate in conveying a message • Good telephone manner in dealing with a range of callers • Excellent relationship builder- can build credibility and rapport with people at all levels, both within and outside of the school • Ability to manage multiple tasks, individuals and the various deadlines set 	<ul style="list-style-type: none"> • Good command of English both spoken and written 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references

Personal competencies and qualities	<ul style="list-style-type: none">• Commitment to the ethos of the school and wider activities• Trustworthy and shows integrity• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Professional appearance in creating a good first impression of the School• Assertive in manner, but effective in approach	<ul style="list-style-type: none">• A warm, friendly and patient manner• Sense of humour	<ul style="list-style-type: none">• Contents of the application form• Interview• Professional references
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