



ST FRANCIS SCHOOL

One childhood, many opportunities

SCHOOL SECRETARY & ADMINISTRATOR JOB DESCRIPTION

Directly responsible to:

1. The Headmaster (overall responsibility)
2. The Bursar (Line Manager)

Working closely with:

1. The Headmaster's PA
2. Members of the Senior Leadership Team and other specific post-holders on the teaching staff

Key Purposes:

- Being the **Front of House** first point of contact for the School on the telephone and on email, and welcoming all visitors to the school including parents, pupils, staff and suppliers.
- Carrying out general **Office Administration and Communications** to support the efficient running of the school.
- Undertaking **Specific Support Duties** to assist members of the Senior Leadership Team (SLT) in fulfilling their roles (as well as other specific members of the staff team).
- Making day to day updates of the information on the **Management Information System** (MIS) and being a key member of the MIS Team.
- Being available to provide support and **First Aid** to ill and injured pupils.
- Undertaking a variety of **Other Essential Responsibilities** as detailed below.

GENERAL DUTIES OF ALL STAFF:

- To share in the corporate responsibility for the pastoral care, welfare and discipline of all pupils at St Francis School (including Little Saints Nursery) with reference to the school's commitment to Child Protection and Safeguarding Policies, including the requirements of Keeping Children Safe in Education.
- To support and promote the VISION of the school to make a difference to young minds and lives.
- To embrace fully the MISSION of the school to educate and inspire children to become confident, considerate and compassionate young people who fulfil their potential and who make a positive contribution to society.
- To uphold the core VALUES outlined in the 'St Francis Framework'.
- To promote and fulfil the AIMS of the school.
- To contribute to the development, implementation and evaluation of the school's policies, practices and procedures.
- To ensure that corridors, classrooms, pitches and all other school areas are safe places for the children, reporting any hazards to the appropriate authority.
- To support school functions and activities whenever possible, and to take an active part in the extra-curricular life of the school and its pupils.

SPECIFIC TASKS AND RESPONSIBILITIES

The post-holder should maintain the expected levels of confidentiality in all matters associated with this role.

The duties and responsibilities of this role include but are not limited to:

Front of House

1. Welcoming all visitors to the School Office in a professional, courteous and friendly manner.
2. Ensuring visitors are signed in and informed of the School's safeguarding protocols.
3. Offering refreshments to visitors as required.
4. Being the first port of call for incoming telephone calls and school emails, screening/redirecting as necessary.
5. Dealing with queries relating to school matters from pupils, parents and staff.
6. Ensuring that the School Office area remains tidy and presentable at all times.

Office Administration and Communications

7. Performing general administrative duties to ensure the smooth running of the School including: dealing with post and deliveries; monitoring and ordering stationery; booking coaches.
8. Managing bookings for the School Minibus Transport, Holiday Camps, Clubs Programme and Wrap Around Care.
9. Maintaining pupil and staff registers, and communication of twice-daily pupil absence reports.
10. Maintaining the online School Calendar to ensure it is up to date at all times, ensuring that event and resource clashes are managed during the Calendar preparation.
11. Preparing and distributing communications to parents.
12. Maintaining parent email distribution lists.

Specific Support Duties

13. Providing an administrative and secretarial support service to the SLT and to others as directed by the Headmaster or Bursar.
14. Supporting the Director of Music in the compilation and smooth running of the peripatetic teachers' timetables.
15. Supporting Heads of Department in producing literature for performing arts, school events and activities (e.g. Drama, Music and Sport).
16. Assisting with the pupils' termly co-curricular Clubs Programme.

Management Information Systems (MIS – Double First Engage and Connect)

17. Undertaking day to day administration and updating of pupil and contact information on the School's MIS (Double First Engage) to ensure information is up-to-date and accurate.
18. Managing and maintaining the Parent Portal (including teacher/parent meeting coordination).
19. Providing class list information and medical/dietary/emergency contact reports.
20. Assisting with the development and maintenance of bespoke 'reports'.
21. Uploading specific information to the system.
22. Building a working knowledge of the Nursery's MIS (Connect).

First Aid

23. Providing assistance, care and first aid to the pupils, particularly tending to unwell or injured children, arranging for their collection if necessary.
24. Administering prescribed medicines to pupils in Years 3 to 8 (ages 7 to 13).

Other Essential Responsibilities

25. Covering for the Headmaster's PA as required.
26. Performing fire duties as outlined in the Fire Evacuations Procedures Policy.
27. Assisting with the co-ordination of school events such as plays, concerts and sports days.
28. Being the first port of call for the Friends of St Francis, the School's parent association.
29. Taking charge of the provision of school uniform by fulfilling orders received electronically or by way of appointments at the school shop, and tracking stock levels.

30. Assisting with second-hand school uniform sales.
31. To undertake any other reasonable, related duty, which the Headmaster/Bursar may request from time to time within a reasonable work schedule.

This job description will be reviewed as part of the performance review system, and any changes may be mutually agreed between the Jobholder and the Bursar or the Headmaster during the interim.

The School Secretary will be required to carry out other duties as may be commensurate with the post which do not change the character or purpose of the post and which are necessary to maintain high standards of business practice as directed by the Bursar or Headmaster. This job description therefore may be altered from time to time to meet the changing needs of the school.

Please see the next page for the PERSON SPECIFICATION.

SCHOOL SECRETARY & ADMINISTRATOR PERSON SPECIFICATION

Professional Experience, Personal Competencies and Skills	Essential	Desirable
Previous experience of working in a school environment		*
Substantial experience and proficiency in use of Microsoft Office (Word, Excel, Powerpoint), the Google Suite and other IT systems including the internet and databases	*	
Experience of working in an administrative role	*	
Excellent oral and written communication skills	*	
Previous experience of working with a school Management Information System		*
Excellent oral and written communication skills	*	
An understanding of GDPR and data protection requirements		*
Attention to detail and to complete tasks to a high standard in a timely manner	*	
Ability to communicate effectively both orally and especially in written form, displaying an accurate and high standard of use of the English language	*	
Knowledge of Safeguarding protocols for schools		*
Personal Qualities	Essential	Desirable
Welcoming, courteous, professional and effective when dealing with people	*	
Ability to work as part of a team and establish good working relationships at all levels and with external as well as internal stakeholders	*	
Ability to deal with sensitive issues discreetly and to handle confidential information appropriately	*	
Able to work to multiple priorities and strict deadlines, prioritising own workload	*	
Able to adopt a flexible approach and work calmly under pressure	*	
General	Essential	Desirable
Support for the vision, mission values and aims of the school	*	
Discipline in complying with School policies and procedures	*	