



## JOB DESCRIPTION

<b>Job Title:</b>	School Secretary (with financial responsibilities)
<b>Salary:</b>	TPAT Point 8
<b>Responsible to:</b>	Headteacher
<b>Direct Supervisory Responsibility for:</b>	Admin and Clerical Staff
<b>Important Functional Relationships: Internal/External:</b>	TPAT, Local Governing Body, Teachers, Support Staff, Pupils, Students, Parents/Carers, External Professional Bodies & Visitors

### Main Purpose of the Job:

- To be the first point of contact for all visitors to the school, ensuring the school is presented in an efficient, welcoming and attractive manner;
- To represent the school with both internal and external bodies;
- To promote the school through all communication channels;
- To provide administrative and clerical support to the school;
- To provide a specialist service to assist the school in meeting our obligations and targets in relation to finance and accounting work.

### Main Duties and Responsibilities:

#### Administration

- To provide a professional and confidential secretarial and financial service for the school including word processing of correspondence, reports, publications and other documents as required.
- Attend office meetings and take minutes.
- To be responsible for managing and maintaining the school website, app and text messaging facility, liaising with relevant staff to ensure it is kept up to date.
- Be responsible for the administration of school lettings, liaising with the Site Manager and hirer where necessary.
- To arrange supply staff as required.
- To manage job adverts and recruitment process as and when required.
- Set up and maintain manual and computerised staff personnel files following appropriate recruitment & employment guidance.
- To undertake associated personnel administration, including completion of staffing forms, monthly payroll reconciliation, governor claims for payment, supply claims, overtime payments, travel and subsistence claims, liaising with TPAT HR and Payroll as appropriate and maintaining staff files, ensuring confidentiality about such records.

- To update Arbor and other school records ensuring all files remain up-to-date and in accordance with Data Protection legislative requirements and to participate in maintaining back-up systems.
- To undertake the necessary administration associated with the school's intake of new pupils 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 VAT returns, reports and statistics as required by Finance, the Local Authority and / or other third parties and to attend meetings where appropriate.
- To ensure the provision of administrative support in respect of timetables, registers and absences, lettings diary, staff sickness, post book, school meals, school events / outings and absences.
- Arrange and book workshops, CPD and training courses for staff.
- To co-ordinate visiting groups to school in liaison with the teaching staff.
- Ensuring that school clubs information is up to date.
- Ensure that all educational visits, trips and events are set up on Parent Pay and monitor parent / carer payments - reporting to SLT as and when required.
- To arrange and co-ordinate administration arising from school photographs.
- To take a supporting role in the marketing/publicity of the school.
- Manage any enquiries regarding Parent Pay and help parents / carers with any issues as and when they arise and log issues on the system, following them through to resolution.

#### **Clerical**

- To undertake filing, photocopying and be responsible for overseeing the workings and maintenance of the photocopier - to include managing paper supplies and replenishing stocks.
- Where appropriate, 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 support the schools wider administrative function by organising stock control and stationary, filing, maintaining office equipment.
- To check emails and the items posted on the school's website.
- To be responsible for the sorting and distribution of incoming post and for sending outgoing post, as appropriate.
- To provide general clerical support as required eg newsletters, class letters, school dinner menu, etc.
- Communication via the app and text messaging service.
- To oversee the maintenance and updating of information for the school notice boards located around school premises.
- Administering the school diary on a daily basis.
- To process purchase orders and deal with returns and queries.
- To top up mobile phone and manage distribution of phones at key times eg parent consultations.
- To assist in the booking of staff courses.
- To undertake routine input and typing.
- To complete the weekly planner.
- To establish and ensure maintenance of accurate filing systems including computerised files.

- To be responsible for the archiving files. Keep them tidy, file as required in line with the school's data retention policy, dispose of files in a timely manner using the confidential waste service provided. Maintain the electronic archive register and manage accordingly with the rest of the school team.
- During busy periods at the school this role may also support the processing of examination entries, student coursework and results.

### **Reception**

- To meet and greet visitors in line with the school's visitor procedure and receive and prioritise incoming telephone calls and deal with them appropriately.
- To answer the telephone, answerphone, distributing messages and managing the school email address in a friendly, professional and efficient manner.
- To ensure school security arrangements are always complied with, including the issue of visitors' badges and the signing of the visitors' book.
- To accept and sign for deliveries, as appropriate.
- To provide hospitality for visitors to the school.
- Ensuring there are adequate refreshments for events and activities.
- To arrange room bookings within the school.

### **Finance**

- To be the first point of contact for both telephone and face-to-face enquiries and taking messages where appropriate.
- To organise all the school's finance-related work appropriately, ensuring timely completion of all tasks and adherence to the school financial policies and procedures.
- To operate the school's accounting system including order processing, accounts payable and receivable, reconciliations, petty cash, bank processing and report generation, working in close liaison with the Management Accountant / School Bursar.
- To be responsible for the production of school invoices relating to all school income generation and ensure the production and despatch of cheque payments for all authorised invoices prior to their due dates.
- To log details of payments and invoices on the school's financial accounting computer systems.
- To prepare all monies and cheques received by the school for banking, adhering to the school's cash and accounts security procedures.
- To monitor all payments received from debtors on a regular basis and to administer the receipt and banking of various monies.
- To be responsible for supervising support staff undertaking finance-related work or work related to secretarial activity, including training and familiarisation of the school's accounting systems.
- To use IT systems to produce reports, often to tight timescales and record information including statistical data, providing reports to senior managers, governors and other professionals.
- To ensure school compliance and statutory requirements.
- Treat all information sensitively in line with the school's GDPR / data retention policies ensuring confidentiality at all times.

#### General / Other

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the School's and the Trust's pupils at all times;
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance;
- To be aware of and adhere to all School and Trust policies and procedures;
- To undertake mandatory training as required by the School / Trust;
- To be responsible for your own continuing self-development and attend meetings as appropriate;
- To undertake other duties appropriate to the post as required.

This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the appraisal process or as appropriate.

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