



**JOB DESCRIPTION**

<b>Post title</b>	Secretary
<b>Responsible to</b>	Business Manager
<b>Responsible for</b>	Providing secretarial support to the LMT and staff
<b>Working Arrangements</b>	Negotiable hours part-time (9.00am – 2.00pm or 3.00pm) or full-time Term time only with an additional five days worked in the school holidays. Single Status grade 6.
<b>Duties and Responsibilities</b>	<p>The role involves a variety of tasks to include, but not limited to, those listed below.</p> <p><b>Secretarial</b></p> <ul style="list-style-type: none"> <li>• Document production to a high standard, including, but not limited to, letters, agendas, minutes, policies, booklets, prospectus, posters and surveys.</li> <li>• Using SIMs data to create complex mail merges, converting data to a suitable format as necessary.</li> <li>• Collating the college newsletter, the school diary and Staff Handbook.</li> <li>• Supporting the Co-ordinator with all admin tasks related to Prize Evening, including the collation of all prizewinner nominations; updating the guest list in conjunction with the management team; sending out and collating all invitations; preparing the programme, prize winner folders and guest checklists, and helping to set up the venue on the day of the event.</li> <li>• Inputting primary school transition information on SIMs and preparing reports for the Year 7 Pastoral Leader using this information.</li> <li>• Design of posters using school images for promotion and for cards.</li> <li>• Preparing Powerpoint presentations for assemblies, staff presentations etc.</li> <li>• Carry out staff typing as requested.</li> <li>• Preparing weekly staff bulletin and notices for pupils.</li> <li>• Setting up for internal and external meetings and organising hospitality for guests/visitors.</li> <li>• Keeping school material up-to-date with new logos etc.</li> <li>• Assisting the Principal's PA when required.</li> <li>• Organise and oversee surveys for all Stakeholders and voting for Prefects.</li> </ul> <p><b>Administrative Support</b></p> <ul style="list-style-type: none"> <li>• Helping to ensure the efficient running of the department by maintaining appropriate systems and procedures.</li> <li>• Providing support with general clerical and photocopying duties as required.</li> <li>• Ordering and maintaining office supplies through established procedures and checking deliveries where necessary.</li> </ul> <p><b>Reception (to support the Receptionist with the following when needed):</b></p> <ul style="list-style-type: none"> <li>• Receiving and re-directing telephone calls and dealing sensitively with queries from parents/carers.</li> </ul>

	<ul style="list-style-type: none"> <li>• Acting as a point of contact for visitors on occasions, greeting them and ensuring they are signed in for security purposes, including making checks for safeguarding as appropriate.</li> <li>• Answering queries from pupils.</li> <li>• To act as the point of contact for the PTFA.</li> </ul>
<b>Professional Behaviour</b>	<ul style="list-style-type: none"> <li>• To be professional, friendly and respectful towards all colleagues and visitors, and to address any concerns through proper channels.</li> <li>• To develop a relationship with pupils which is professional, firm, fair, caring and friendly, and based upon mutual respect.</li> <li>• To be friendly, helpful and welcoming to parents/carers and others visiting or making contact with the college.</li> <li>• To support and uphold the aims, values and ethos of the college.</li> <li>• To maintain an appropriate and professional distance with pupils in more informal situations.</li> <li>• To use the college's behaviour management policy to deal with pupil behaviour in a manner which is appropriate to the context.</li> <li>• To celebrate and praise the achievements of staff and pupils.</li> <li>• Be smartly and professionally dressed.</li> </ul>
<b>Miscellaneous</b>	<ul style="list-style-type: none"> <li>• To engage actively in the performance review process.</li> <li>• To undertake professional development as agreed at performance review meetings.</li> <li>• To play a full part in the life of the college community, to support its distinctive aim and ethos.</li> <li>• To comply with the college's Health and Safety policy and to undertake risk assessments as appropriate.</li> <li>• To show a record of excellent attendance and punctuality.</li> </ul>

**This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**St Richard's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a Criminal Record Bureau (CRB) enhanced clearance check.**