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| Job Description |
| **Post Title** School Secretary **-** Level C **Post No: Grade:** Scale 3**Directorate:** Children & Young People **Service**: Schools**Responsible to:** Headteacher**Responsible for:** No responsibility for staff**Functional links with:** [Posts in own and other departments] [Outside organisations] |
| **Main purpose of the job:** [Focus on and highlight the central core of the job, scope and objectives two or three sentences only]To provide an efficient and effective financial, administrative and clerical support service for the Headteacher and staff of the school. To have responsibility for the school's financial systems and procedures. |
| **Major Duties and Responsibilities:** [List main job areas and key responsibilities-unlikely to be more than six or so]1. Organising school office
2. Financial support
3. Administrative support
4. Reception and hospitality
5. Pupil admin records
6. Statistical returns
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| **Resources:** [For which you are personally and identifiably accountable, e.g. plant, equipment, vehicles, property, Cash] |

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| **Job Activities:** [Describe job activities and outline how, when and where the activity is done]Concrete expressions should be given to each activity rather than the shopping list syndrome, e.g. the type of decisions / recommendations; the type, content, degree of creativity; the range of skills required:1. To provide administrative , clerical and word processing support to the Headteacher and school staff. This includes the organisation of the school office, maintaining both manual and computerised records , origination of letters, photocopying , telephone duties and the provision of hospitality
2. To maintain accounts for all school budget areas, including the provision of annual balance sheets and regular actual balances for each budget head. Completion of summary sheets.
3. To act as the first point of contact for visitors/telephone enquiries, providing general advice, information, assistance where possible and redirecting as required
4. To assist in the enrolment procedure, to maintain pupil and staff databases together with the maintenance of class and dinner registers as necessary, ensuring that all records are up to date
5. To ensure the completion of statistical returns
	1. Local Authority / DCF returns
	2. Weekly / Monthly returns eg staff absence, attendance
	3. Records of transport and complete taxi returns for children who have transport to school
6. To process requests for services and goods from suppliers, chase progress, process invoices and reconcile payments
7. To receive and distribute blue bag deliveries, ensuring the preparation/posting of outgoing mail
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| **Signed by: Post holder:** **Line manager: Date:** **Job Assessor** (If required) |