



SILCOATES

Job Specification

Role:	Junior School Secretary
Line Manager:	Head of Junior School
Contract Type:	Permanent, part time/ job share
Working hours:	8am-5pm, Thursday and Friday, term time only plus six additional days per annum

Job Description

Overview

To support the Head of Junior School through providing administrative support and excellent customer service. Working as part of a small team, the Junior School Secretary will liaise with the staff, pupils, parents and the rest of Silcoates School.

Customer Service

To provide a warm and professional welcome to all visitors coming into the Junior School.

To answer all telephone calls in a professional manner and relay accurate and timely messages from the caller, answering queries where possible

To liaise with pupils, parents, staff, senior staff, Governors and high-profile visitors

To greet visitors, offering refreshments, etc

Administrative/Secretarial Duties

To provide administrative and secretarial support to the Head of Junior School, including dealing with a wide variety of written, electronic, personal, diary and telephone enquiries

To use MS Office packages, including Word and Excel & mail merge, to produce professional letters, adhering to brand guidelines and internal procedures

To carry out audio and copy typing, as well as the general typing of minutes

To update and manage the files and profiles of the pupils under the direction of the Head of Junior School and the Head of Learning Support

To act as the clubs administrator by providing the administrative support for the Head of Junior School with the registers and answering of administrative enquiries about clubs on a termly, weekly and daily basis

Helping to check all registers and recording all absentees

Helping to keep records daily of pupils leaving the school early or arriving late

Other Main Duties

To maintain the reputation of the Junior School and Silcoates School at all times

To keep the Junior School office and entrance neat and tidy at all times

Helping the Director of Admissions with all prospective parent tours and admissions events

To act as a first aider for any person requiring immediate assistance. Training will be provided. There is a fully staffed medical centre on site.

Attending all major Junior School events (e.g. Open Morning, Prize-Giving and Entrance Assessments)

To undertake any other duties that may be reasonably requested of the post-holder, as directed by the Head of the Junior School

Person Specification

Essential Skills, Knowledge and Experience

Previous office experience

Advanced level skills in MS Office (MS Excel, Word, Outlook and PowerPoint) Attention to detail and an ability to produce high quality documentation

Good standard of education, including English and Mathematics

The ability to manage a varied workload in an organised manner

Excellent written and verbal communication skills

Ability to follow tasks through to completion

Desirable Skills

Sympathetic to the aims of an Independent school

Experience working as an administrator in a busy environment

Experience working within a similar support role and understanding of staff systems and structures

Personal Qualities

Total discretion, tact and confidentiality

Able to work quietly in a busy environment

A good team player who can willingly take direction and work with staff across a diverse workforce

Able to work under pressure, whilst remaining patient, polite and calm

Able to present the office and school in a professional manner at all time, to all levels (e.g. pupils/ parents/staff/ governors/visitors)

Able to act on own initiative, when required

Able and willing to take on new challenges and learn new things

Excellent organisational methods with the ability to prioritise

Silcoates School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.