



Job title: School Secretary – Junior House

Start date: 4 December 2023 or as soon as possible after that

Salary: £21,825 pa term time only + 12 days

Closing date: Monday 2 October 2023

Interview date: Friday 6 October 2023

Hours of Work: 7.45 am to 4.15 pm term time only with 12 days during the school holidays

The Governors are seeking to appoint an innovative and dynamic School Secretary for our Junior House (children aged 3 to 11) with excellent communication skills who is passionate about making a difference to the lives of our children and young people.

PRINCIPAL RESPONSIBILITIES

1. To act as receptionist for Junior House, dealing appropriately with parents, visitors and children and handling telephone calls and emails as required. To liaise with Senior House non-academic staff as required.
2. To provide the Junior Faculty with administrative support, for all correspondence and paperwork, spreadsheets and other IT-generated information.
3. To comply with responsibilities in regards to Health and Safety and adhere to the school’s policies

GENERAL DUTIES

1.	To promote the general progress and well-being of pupils in line with safeguarding duties and responsibilities
2.	To deal with telephone calls, daily correspondence by post and emails under the direction of the Head of Faculty.
3.	To maintain the School’s Management Information System (SIMS) records and pupil files of current and prospective pupils, and in particular: <ol style="list-style-type: none"> a) to work with the Headmaster’s PA to promote the school, to respond to admission enquiries, make appointments to view the school and arrange pupil taster days resulting from these enquiries. To log all registration forms and progress the admissions of new pupils, liaising with prospective parents as appropriate. To forward to the Bursar all monies relating to Registration and Acceptance fees promptly. b) to maintain the database of the Junior House pupil roll, keeping information relating to family contact details, medical records and annual consents up to date and passing relevant information to teaching and administrative staff, catering team etc. To collect, store and administer medication for pupils when necessary. c) To forward Year 6 pupil files to Senior House at the end of the academic year and archive information of pupils who otherwise leave Junior House, in accordance with GDPR requirements. d) to monitor the class registers twice daily and contact parents of absent pupils who have not notified the class teacher or the office of a reason for the absence. To generate a daily Fire Log. e) to set up the templates for producing end of term reports annually for Junior House

	pupils. To finalise and print the final copy of each report for parents.
4.	To provide IT facilities for any information requiring to be presented internally or externally, eg Junior House termly calendars, class lists, beginning of term curriculum information letters, parent letters regarding educational visits, the Junior House prospectus and Welcome Booklets, admission/new pupil forms, annual consent forms etc.
5.	To prepare the Juniors' Fee Account spreadsheet each term with information relating to billing for extras, including educational visits. To collect monies relating to school events and to forward to the Bursar's Office with all invoices authorised for payment.
6.	To assist the Bursar's Office with appropriate information so they are able to calculate the Early Years fees and submit statutory census and headcount returns for Early Years grants for relevant pupils.
7.	To assist with the preparations for, and attend after school events, including Parents' Evenings, Carol Service, Open Days and Prizegiving.
8.	To monitor the currency of all Junior House information on the school's website and inform the Marketing Manager of any necessary updates.
9.	To maintain school security arrangements, including recording of visitors entering and leaving Junior school premises, issuing visitor badges etc.
10.	Collate information for the extra-curricular programme on a termly basis. Circulate to parents and collate responses to generate club registers for teaching staff.
11.	To work with the Head of Faculty to publish duty rotas for breaktime supervision and lunch duties.
12.	To assist with the administration of educational visits in liaison with teaching staff, including booking transport and ensuring the school calendar is kept up to date.
13.	To make the necessary arrangements for sick children to be collected by a parent.
14.	To provide information about Junior House for input to DfE and ISI surveys, in liaison with the Headmaster's PA.
15.	To act as Fire Warden.
16.	To obtain and maintain the relevant qualifications (at the school's expense) to administer first aid as and when required
17.	To collate and circulate the weekly junior staff bulletin for the week ahead.
18.	To carry out any reasonable request from the Headmaster or Governors.

This role description is not necessarily a comprehensive definition of the post.

Person specification:

Qualifications	Essential	Desirable	Evidenced in
Minimum of Maths and English GCSE (or equivalent) Grade 5 or above	X		A
Possess Paediatric First Aid qualification or be willing to undertake training in this area		X	A/I
Experience	Essential	Desirable	Evidenced in
Previous experience of working in clerical, administrative or financial work	X		A/I
Experience of working in a school setting		X	A/I
Experience of working with children		X	A/I
Knowledge and skills	Essential	Desirable	Evidenced in
A commitment to the safeguarding and wellbeing of children	X		A/I
Excellent communication and listening skills with an approachable, professional and friendly demeanour	X		I/O
Excellent literacy skills to prepare correspondence, reports, etc. with a focus on attention to detail and accuracy	X		I
Excellent organisational and administrative skills	X		I/O
Be organised and punctual	X		A/I/O
Personal attributes	Essential	Desirable	Evidenced in
Enjoy working with children and be sensitive to their needs	X		A/I
Resilience - ability to remain calm and work well under pressure.	X		A/I
Energy, commitment and enthusiasm	X		A
Ability to use initiative and respond flexibly to the unexpected.		X	A/I
Hard working, motivated, adaptable and open to change	X		A
Able to build and maintain successful and purposeful relationships with adults and children alike.	X		A/I
Be able to work towards a shared vision for the school	X		A/I
Display discretion, confidentiality and sensitivity at all times.	X		I/O
A sense of humour and a sense of perspective	X		A/I/O
Approachable and professional	X		A/I
A team player with a collaborative approach *	X		A/I
Willingness to enter into the spirit of the school and contribute to its wider life	X		A/I

Applications will only be accepted on completion of the school's application form; CV's will not be accepted.

Please return the completed application form to the Headmaster's PA, Mrs Jane Jokelson, (westfield@westfield.newcastle.sch.uk)

Westfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for this role.