

THE ROSELAND MULTI ACADEMY TRUST
JOB DESCRIPTION

Job Title:	School Secretary / Receptionist
Grade:	E (Points 1-6) Salary Range £16,275 - £17,544pa (reduced pro-rata to £13,069 - £14,088pa)
Employment:	35 hours per week term time (38 weeks) plus an additional 5 inset days and overtime as required. Overtime to include times during August when GCSE results are released and to undertake preparations for the start of the autumn term (up to 35 hours' overtime per annum) Salary paid for 44.263 weeks per year increasing to 45.048 weeks per year after 5 years' service School holidays will be classed as leave. Payment for leave has been included in the calculation of the annual salary, therefore, no leave should be taken during school term time unless specific prior approval has been obtained from the Executive Headteacher
Responsible to:	Executive Headteacher, Leadership Team, Chair of the Trust Board, CFO, HR Manager & Executive Assistant
Direct/Indirect Supervisory Responsibility:	None
Important Functional Relationships:	Internal: Executive Headteacher, Leadership Team, RST, reception team, teaching and support staff, students. External: Trustees, Multi Academy Trust partners, other schools and colleges, contractors, suppliers of goods and services, parents/carers, visitors to the school.

Main Purpose of Job

As School Secretary/Receptionist you will be situated within the busy reception office at The Roseland Academy (you may be required to work at other schools within the Trust, within mid-Cornwall, as directed by the Executive Headteacher). The reception office at The Roseland is the central hub for staff and students alike to visit with a broad range of requests and queries. You will be part of a team who ensures administrative functions are fully resourced and covered.

Duties and Responsibilities

1. To welcome visitors in a professional manner, ensuring electronic signing-in and safeguarding procedures are followed and visitors are aware of fire evacuation processes.
2. Receive and prioritise incoming telephone calls and emails and deal with them appropriately including recording and distributing messages as required, ensuring that all messages are distributed in a timely manner.
3. To input information relating to students on SIMS, maintaining up-to-date and accurate records for students following GDPR procedures. Ensure paper copies are kept of student data sheets in case of early school closure, computer network issues etc.
4. To assist in the administration of accurate student records ensuring all new students joining the school and those leaving are recorded on the administration system. Undertake administration associated with obtaining electronic

Common Transfer Files (CTF) from previous schools for new students. This is via Anycomms if previous school is in Cornwall or S2S if out of county. Records should be forwarded appropriately for student leavers.

5. Submit online student change of addresses to Cornwall Council via their website and update SIMS, the Finance Office and file accordingly.
6. To provide administrative and secretarial support in such areas as producing correspondence, ie internal exclusion letters, Year 6 admission packs, non-uniform day letters, undertake SIMS reports and school publications, updating and extracting relevant information, photocopying and filing and to maintain manual and computerised records.
7. To support 'on-call' coordination for the BASE and Wellbeing Teams.
8. To open, sort and distribute incoming mail in a timely manner. To prepare and frank outgoing mail appropriately in accordance with Royal Mail regulations.
9. To access and action answerphone messages regarding student absence and record these on SIMS. Check and insert marks for students in the late book, choirs, students out on trips etc. Check the first lesson each day to check a student is absent before sending absence text messages in Schoolcomms. Draw up a daily Student Absence Report and email to relevant members of staff.
10. To record on SIMS student information as appropriate from the signing-in and out book during the day.
11. To assess First Aid problems presented by students, taking appropriate action in the event of an emergency and communicating with staff and parents as necessary.
12. To be responsible for administering prescribed medication which are necessary to be taken by students during the school day, ensuring that parental consent is obtained and recorded on relevant forms.
13. To attend to minor medical needs of students, such as administering plasters, bandages etc as required, and monitor students who feel ill. Make contact with parent/carer to collect if necessary. Inform the Headteacher in the event of more serious medical concerns and make the necessary arrangements for parents/carers to be contacted.
14. To input information from manual registers.
15. Text/email home through Schoolcomms as appropriate and as requested by Leadership Team and staff. Log in each morning for the daily import which brings across any changes made in SIMS, ensure praise and detention texts are sent daily. Order text credits when running low with approval of CFO, before ordering.
16. Produce registers for when the fire alarm is sounded and be aware of the fire evacuation procedures.
17. Be present in school on GCSE Results Day to assist in the distribution of results, send invitations to student leavers and their parents/carers, collate GCSE certificates as they arrive by post and attend the event to sign in students and their parents/carers before the presentation.
18. Manage enquiries from prospective parents, ensuring full information is forwarded to relevant staff.
19. Issue temporary student bus passes in liaison with the LA's Passenger Transport Unit.
20. Liaise with the Passenger Transport Unit in regards to any school bus issues or arrangements and email term dates, INSET days etc for the academic year to bus companies in early September. Go through loading lists a few weeks into the new academic year, removing student leavers.
21. To assist in the administration of school record keeping eg free school meal list, post book, accident log, registers, absence reports etc.
22. Arrange updating, ordering and timeous delivery of Staff and Student planners by uploading planners via company website in time for distribution at the start of summer term.
23. To administer Cashless Catering and answer queries as they arise. Ensure new Year 7 students' permissions are updated for thumb print images to be taken, and also new students when they start through the year. Producing various reports and transferring balances when required.
24. Arrange school photographer appointments a year in advance for Years 7, 9 and 10 and school photographers for Year 11 leavers in early March.
25. Assist with the annual Year 11 Final Assembly – send letters to previous year's recipients requesting trophies back in March, arrange to have trophies engraved timeously from list of recipients nominated by staff. Arranging early transport home for Year 11 students to their villages on their last day.
26. Update staff pigeonholes, removing leavers and adding new staff, as and when required.
27. Administer school Christmas Lunch – obtain and distribute menu from Dining Hall and liaise with relevant parties, as appropriate.
28. To assist in the stock-taking and replenishment of stationery and consumables, and telephonically order school tea and coffee as and when required.

29. To manage the receipt and holding of lost property and confiscated student items as required.
30. To prepare refreshments as requested for meetings and order supplies for the Meeting Room as and when necessary.
31. Collation of start of year packs for staff (this may need to be completed in the summer holidays if not completed before the end of the summer term).
32. Ensure appropriate standards of tidiness and order in the school reception area so as to project a professional and welcoming environment for parents, students and visitors to the school.
33. Provide cover for other members of the reception team, if required and when possible.
34. To contribute to the overall ethos, vision and aims of the Trust.
35. Be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust including safeguarding, health and safety and general data protection regulations.
36. Maintain confidentiality of information acquired in the course of undertaking duties for the Trust.
37. Be responsible for your own continuing self-development, undertaking training as appropriate.
38. To undertake other duties appropriate to the grading of the post as required.

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to demonstrate a commitment to safeguarding throughout the public arena. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of a child.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	Practical experience of working in a busy office environment with continual interruptions. Practical experience of ICT, email and other office electronic applications. Able to attend to minor student medical and sickness issues and assess basic first aid injuries.	Knowledge of SIMS. Relevant work experience within a school/college environment. Knowledge of safeguarding.	Application form/ interview
<u>Education & Training</u>	Attainment of GCSEs or equivalent (educated to level 2 standard) to include Maths and English. First Aid qualification or willingness to undertake training and update every 3 years.	Attainment of level 3 qualifications or equivalent (eg: A Levels).	Application form
<u>Special Knowledge & Skills</u>	Able to assist students with welfare matters and be approachable and sensitive to the needs of all students. Excellent ICT skills, oral and written skills and telephone manner. Ability to work on own initiative and within a team. Organisation and communication. Reliable, excellent time keeping, adept at managing competing priorities and working under pressure.	Driving licence.	Application form/ interview
<u>Any Additional Factors</u>	Professional, tactful and sensitive. Discreet and confidential. Flexible with regards to working hours. Enjoys working with young people.		Interview