



Role Profile: Secretary/Office Administrator

Purpose

- To provide administration support to the main school office.
- To be responsible for confidential secretarial, administration and clerical duties relating to all aspects of the Executive Principal's work, including management of diary, correspondence, record keeping, minute taking and organising school events.
- To ensure that staff, parents, pupils, visitors and third parties receive a personalised and professional service.

Reporting to:

Executive Principal & Business Manager

Department:

Support Staff

Working hours:

Full time

Checks:

Enhanced DBS, 2 satisfactory references and overseas check if applicable

Main duties:

Secretarial Duties:

- Manage, alongside the Business Manager, the Single Central Register (SCR) and Safer Recruitment process in line with Cognita Policy.
- Carry out all confidential secretarial, administration and clerical duties relating to all aspects of the Executive Principal's work
- Management of Executive Principal's diary including making travel arrangements as required and all paperwork/documentation/presentations are well prepared for meetings.
- Take minutes at Staff meetings / Briefings/Governance and other important events as required and ensure that actions from meetings are dealt with appropriately and within agreed timescales
- Be responsible for all the Executive Principal's administrative filing including confidential personnel files
- Assist with the organisation of award ceremonies, special events, presentation ceremonies etc
- Organisation of hospitality for meetings/events/functions throughout the year to include refreshments for visitors to school
- Support e-mail correspondence where necessary
- Use school databases (e.g. SIMS) to access confidential details for parents / pupils on request
- Liaise with Senior Leadership Team and other staff concerning priorities, deadlines, policies and procedures and support where necessary
- Liaise with the Friends of Breaside Parents' Association and deal with any matters arising
- Manage, alongside the Business Manager, the Single Central Register (SCR) and Safer Recruitment process in line with Cognita Policy.
- Manage the 3rd Party requirements for visitors to school.

Administrator Duties:

- Work in the school office to support the Office Manager/Registrar and Receptionist.
- To ensure that the visitors sign in procedure is followed and DBS numbers and clearance dates are checked as required.
- To assist in the supervision of pupil movement as appropriate (e.g., passing items brought in by parents/carers for pupil collection.
- To answer telephone calls to the school and deal with messages, directing as required in a positive, professional manner.
- To administer medications and basic first aid, liaising with parents as necessary (including updating Medical Tracker - online first aid tracking system).

Start Date:

March 2021

Other Duties

General Responsibilities:

- To be aware of and comply with policies and procedures relating to Safeguarding, Health and Safety, confidentiality, and data protection, reporting any concerns to an appropriate person.
- Provide a high standard of customer care to all users of the school.
- To be aware of and support diversity and equal opportunities for all, appreciating and supporting the role of other professionals.
- To contribute to the overall values, ethos and aims of the school.
- To attend and participate in meetings as required.
- To attend school open days and school events as required.
- To participate in training and other learning activities.
- Fully and positively participate in the school's appraisal system to develop and enhance personal and school performance.
- To undertake all other duties commensurate with the level of the post as required, to ensure the efficient and effective running of the school.
- To maintain a high degree of confidentiality and respond positively with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken.
- To act as point of contact for visitors to the school ensuring all visitors sign in and out of the building and wear their 'Visitor' badge at all times.
- Filing and archiving as required.
- Provide secretarial or administrative support to other members of staff as required.

Resources:

- To operate office equipment e.g., computers, copiers, and phones.
- To use Microsoft packages as required to produce correspondence, spreadsheets, and reports.
- To use SIMS and be IT competent.

Key Stakeholders:

Internal – Teachers, Heads, internal colleagues, parents, students, school staff

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures, and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Grade A-C in G.C.S.E English and Maths 	
Skills	<ul style="list-style-type: none"> Excellent written and oral communication skills Excellent interpersonal skills. Ability to keep calm under pressure IT skills (including competent use of Microsoft packages) 	
Experience	<ul style="list-style-type: none"> To be confident and competent in working in a school Experience of delivering to multiple deadlines Experience of taking minutes Able to deal with children and adults with tact and sensitivity Able to communicate effectively Able to build and develop positive relationships with all staff 	<ul style="list-style-type: none"> Use of basic first aid equipment as required
Knowledge	<ul style="list-style-type: none"> Understanding of Safeguarding Understanding of Single Central Register (SCR) 	<ul style="list-style-type: none"> Understanding of regulatory compliance requirements Basic understanding of Preventing Extremism
Personal Qualities	<ul style="list-style-type: none"> Neat, tidy professional appearance Well organised Pleasant and friendly manner Confident approach to varied situations Have a good sense of humour 	

Benefits

- Competitive salary depending upon qualifications and experience
- Professional Development opportunities within the Cognita Family of Schools
- Coffee, tea, lunch and refreshments provided throughout the day
- Free parking on site (subject to availability)
- School fee discount
- Exclusive third-party discounts
- Flexible/Shared School holidays (plus public holidays)

This role profile is not exhaustive and may be changed at any time to meet the changing requirements of Cognita. This role profile does not direct any particular priorities or amount of time to be spent carrying out these duties.

Signed: Name (Print)

Date: