

Job Description

Job Title

Abbey Secretary/Office Assistant

Reporting to

The Master of the Abbey

Department

The Abbey School Office

Job summary

To provide administrative support to the Abbey Office to enable the smooth running of the School day to day.

Key responsibilities

- General reception/telephonist duties.
- Provide support and advice for parents, acting as a first point of contact with the School, and facilitate resolution of issues and responses as required.
- Take a proactive role in developing the use of e1 software and ICT generally to improve processes, procedures and communications.
- Take responsibility for entering all relevant data using e1 software system; manipulate data as appropriate to merge, produce and send pupil's reports.
- Undertake a range of admin duties such as typing letters, photocopying, managing internal and external mail, making and receiving telephone calls on behalf of staff.
- Support and help other members of the admin staff in their duties.
- Check registers after lunch and search for absent children.
- Manage stationery/books/photocopier consumables to ensure appropriate stock levels are maintained. Oversee and implement orders.
- Deal with all invoices addressed to The Abbey in a timely manner, pass to staff for authorisation and send to senior school for payment.

- Keep account of petty cash.
- Type and post Master’s Commendation certificates for pupils.
- Run messages to children and get any instruments/games kit etc to children when parents bring them in during the day.
- Book buses for sports fixtures and any educational visits each term.
- Compile, type, and print service sheets and programmes for Michaelmas and Lent services.

General responsibilities

Health and safety

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to the Foundation’s/School’s Health and Safety Policy.

Child Protection/vulnerable adults statement

The School/Foundation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with the school’s Child Protection Policy Statement at all times. If in the course of carrying out your duties you becomes aware of any actual or potential risks to the safety or welfare or children in the school s/he must report any concerns to the school’s child protection officer or to the Headmaster.

Brand values

Ensure that their work, communication and approach conforms to the brand values and house style of the School and the wider Seckford Foundation.

Keep up to date, and comply with the Foundation’s Rules, Policies and Procedures at all times, as detailed on the School Intranet.

Person specification		
	Essential	Preferred
Education and qualification	English GCSE at grade C+ or above, or an equivalent qualification or relevant work experience	NVQ2 in administration or equivalent
Specialist knowledge and skills	<p>Good level of computer literacy with working knowledge of MS Word and MS Outlook,</p> <p>Advanced Excel and database skills in order to merge data from a variety of sources.</p> <p>Accurate keyboarding skills</p> <p>Good level of numeracy skills in order to record and monitor orders and petty cash</p> <p>Recent experience of using databases/management information systems</p>	
Interpersonal and communications skills	<p>Good written and verbal communication skills</p> <p>Good organisational and planning skills; able to prioritise a workload to ensure daily registration deadlines are met</p> <p>Ability to confidentially deal with a variety of queries from parents and staff</p>	Good customer service skills
Relevant experience	At least 2 years secretarial/administration experience	Reception duty experience
Additional requirements	<p>Flexible and reliable</p> <p>Calm and methodical approach to tasks</p>	

