

## St Hilda's School

### Roles and Responsibilities

<b>Position:</b>	Senior Secretary		
<b>Hours of Work:</b>	Monday to Friday: 08.00hrs – 17.00hrs (1 hour for lunch) 39 weeks, 5 weeks holiday (preferably taken during school holidays)		
<b>Main Responsibility:</b>	To perform the function of school secretary and provide PA support to the Headmistress		
<b>Salary:</b>	£23,795 pro rata (FTE £28,124 pa)		
<b>Keys Tasks and Responsibilities:</b>			
	<b>Excellent Interpersonal and Communication Skills:</b>		
1.	To maintain a professional attitude at all times, adopting a confidential approach when required both verbally and in writing.		
2.	To provide a welcome and helpful service to all who contact or visit the school. Ensuring they are dealt with efficiently and courteously, following the school's safeguarding policy.		
3.	To keep the parents' portal up to date with relevant information, as directed by the Headmistress.		
4.	To ensure parents' letters are sent in a timely manner, filed appropriately and are available to parents on the portal.		
	<b>Secretarial &amp; Administrative Skills</b>		
5.	To assess and prioritise daily tasks effectively and efficiently, whilst supporting the Headmistress in the smooth running of the school.		
6.	To provide secretarial support to the Headmistress (whilst remaining part of the school administration team), ensuring that the Headmistress is kept informed of all current issues within the school.		
7.	To manage the Headmistress' calendar, acting as the discretionary point of contact for the arrangement of meetings.		
8.	To communicate effectively with staff, keeping them updated with day to day changes.		
9.	To place orders for school supplies within budget constraints.		
10.	To produce and distribute the Week Ahead calendar and other relevant time schedules to all staff.		
11.	To assist in the production and proof reading of pupil reports.		
12.	To undertake word processing duties including letters and meeting minutes.		
13.	To undertake first aider at work training.		
14.	To perform other reasonable duties as required by the Headmistress.		
15.	To attend staff meetings, induction and school open days and to support the school, where possible, in social fund raising events.		
16.	To ensure the office is well presented and effectively organised at all times		
This job description is subject to reasonable review.			
<b>Produced By:</b>	Sandra Seal	<b>Date:</b>	February 2019

## **Personal Specification**

You will need to have the following:

- School experience is preferable but not essential.
- Senior Secretarial qualities to include secretarial, administrative and organisational skills with the ability to work to targets and deadlines.
- Friendly and professional approach when working with children.
- Ability to work independently in a busy environment and willing and able to make important day to day decisions.
- Experience of multi-tasking in a busy office environment.
- Thorough in their work, with strong attention to detail and a commitment to accuracy and high quality work.
- Excellent communication skills in order to liaise competently with parents, staff and others.
- Strong IT skills.
- Professional and discreet manner.
- Articulate and presentable.

Applications will only be accepted from candidates completing the Application Form in full. CV's will not be accepted in substitution for completed Application Forms but may be included along with the application form. Applications should be addressed to Mrs Debbie Clarke, Aldenham Foundation, Aldenham Road, Elstree, Hertfordshire WD6 3AJ or emailed to [vacancies@aldenham.com](mailto:vacancies@aldenham.com).

For an application pack please contact 01923 851 606.

St Hilda's is part of the Aldenham Foundation and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure application to the Disclosure and Barring Services and check against the ISA barred list for Children.