

St Hilda's School Roles and Responsibilities

Position:	School Secretary with PA Duties		
Hours of Work:	Monday to Friday: 08.00hrs – 17.00hrs (hours may be negotiable) 39 weeks, 5 weeks holiday (preferably taken during school hols)		
Main Responsibility:	To perform the function of school secretary, and PA to Headmistress		
Salary:	Band 4 Spine B		
Keys Tasks and Responsibilities:			
	Excellent Interpersonal and Communication Skills:		
1.	To maintain a professional and personable attitude at all times, adopting a confidential approach when required in both verbal and in written duties.		
2.	To provide a welcoming 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 provide a welcome and helpful service to staff demonstrating excellent interpersonal and communication skills.		
4.	To keep the Parents' Portal up to date with relevant information, as directed by the Headmistress.		
5.	To ensure parents' letters are sent in a timely manner, filed appropriately and are available to parents on the portal.		
6.	To produce and distribute the Week Ahead calendar and other relevant time schedules to all staff.		
	Secretarial & Administrative Skills		
7.	To assess and prioritise daily tasks effectively and efficiently, whilst supporting the Headmistress in the smooth running of the school.		
8.	To provide suitable secretarial and administrative support to the Senior Leadership Team.		
9.	To act as Personal Assistant 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.		
10.	To provide some secretarial support to the Senior Leadership Team.		
11.	To manage the Headmistress' calendar, acting as the discretionary point of contact for the arrangement of meetings.		
12.	To communicate effectively with all staff, keeping them updated with day to day changes.		
13.	To assist in the production and proof reading of pupil reports.		
14.	To undertake word processing duties including letters and meeting minutes.		
15.	To undertake first aider at work training and apply first aid to pupils when required.		
16.	To attend staff meetings, induction and school open days and to support the school, where possible, in social fund raising events.		
17.	To ensure the office is well presented and effectively organised at all times.		
18.	To perform other reasonable duties as required by the Headmistress.		
This job description is subject to reasonable review and is not exhaustive in the tasks required.			
Produced By:	Sandra Seal	Date:	June 2019

Personal Specification

You will need to have the following:

- School experience is preferable but not essential.
- Personal Assistant 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 interpersonal and communication skills in order to liaise competently with parents, staff and other stakeholders.
- 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.

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.