SCHOOL SECRETARY 

JOB DESCRIPTION

Responsible to the Director of Business & Finance and Senior Leadership Team.

Monday to Thursday 8.15am-4.30pm, Friday 8.15am-4.15pm (43-week contract)

Within the context of the School’s Mission Statement and Aims and Objectives to include the following responsibilities:

* Provide secretarial and administrative support to members of the leadership team as required. This will include e-mails to parents and staff
* Website and social media updating
* Liaison with outside agencies.
* Taking of Minutes of meetings.
* Ongoing action for incoming Parent e-mails.
* In-Touch communications as and when required
* Organise school events.
* Support for Entrance Examination & Uniform Sales
* Organisation of transition meetings.
* Preparation of School Publications & Key Curriculum Booklets
* Reception duty as required
* Administer First Aid
* Other duties as reasonably directed by the Headmistress or the Director of Business

**OTHER DUTIES**

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.

Staff are expected to comply with any reasonable request from the Headmistress to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make the necessary adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All staff at Upton Hall School, teaching and support, have a crucial role to play in setting standards. Through a professional, caring and sensitive approach based on mutual respect, we achieve a great deal. In particular, we expect all staff to be committed to our FCJ ethos as we encourage our pupils to use their talents and gifts in the service of others.