**To act as a School Secretary together with an important role in the marketing of the school – 4 days per week.**

**School Secretary – Monday, Tuesday & Thursday (Job Share)**

**Main Duties**

* To deal with enquiries, answering telephone and relaying messages to staff and pupils, to screen Headteacher from routine enquiries and to arrange appointments and keep online diary.
* To sort incoming mail and despatch outgoing mail.
* To establish and maintain efficient filing, indexing and internal correspondence systems including communication log with job share colleague.
* To type and produce school documentation, including drafting correspondence as required.
* Dealing with visitors, ensuring correct signing in procedures are followed, providing hospitality where necessary and referring on to appropriate members of staff when needed.
* Providing a sympathetic and patient ear to parents contacting the school, providing general information as requested.
* To photocopy and reproduce documents as and when required.
* Receive and appropriately deal with all incoming electronic communications to the school’s general email. Check the School’s e-mail for incoming messages and use judgement to re-direct them to appropriate people/departments. Keep ‘inbox’ clear of read messages.
* To manage registers for Before & After School Care and after school activities.
* Ensure attendance registers are completed twice daily and following up on any unknown reasons for absence.
* Be responsible for the administration of emergency Fire Alarms and planned Drills.
* Administering pupil medication, and managing the medication log and dispensing paperwork.
* Carry out any other duties as directed by the Headteacher.

**Marketing role – Friday**

An exciting new role which would include:

* Helping to ensure consistency across all media; widely promoting the brand within the School, the local community and beyond;
* Identifying promotional and advertising opportunities on and offline;
* Increase pupil recruitment, identifying feeder schools and nurseries, parent networks, baby groups etc). Work with the Admissions Secretary to track enquiries and recruitment;
* Liaise with the person responsible for social media and website and together update these elements to ensure events and news are promoted;
* Help planning and promote Open Mornings and other events held at the School, developing links with existing and prospective parents;
* Manage advertising in local publications, physical locations etc;
* Develop a databank of photographs/images which can be used in articles, publications, and be loaded onto the school website;
* Have input into School publications i.e. school magazine, termly calendars, and weekly newsletters;
* Where required to conduct marketing surveys using applications such as Surveymonkey etc.

**Key Skills**

To deal with all confidential matters with tact and discretion.

Excellent communication skills (both orally and in writing), demonstrating warmth, humour and professionalism at all times to foster a positive impression of the school and develop confidence in each of its stakeholders.

Excellent interpersonal skills and ability to work with a wide variety of people, including children (i.e. you must like them!)

Excellent copywriting and proof reading skills

Good IT skills

Experience working with CMS and social media

Ability to prioritise and plan effectively

Work well as part of a team

**Desirable**

Previous experience within a similar role in an educational setting.

Familiarity with Engage / Double First or similar school MIS

Familiarity with social media such as Twitter & Facebook etc.