**School Secretary Required**

**4 days per week – Monday, Tuesday, Thursday & Friday (Job Share)**

*Howe Green House & Little Oaks Nursery is committed to the protection and safety of its pupils and follows safer recruitment practice. If called for interview you will need to bring your driving licence, passport or other photographic ID and* ***original*** *examination documents or certificates for verification. The interview will also assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.*

**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.

**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.