



Job Description

School Secretary

*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.*

Working Hours: Monday – Friday 8.30am – 5.00pm – term time only 35 weeks per annum.

Occasional overtime during the summer holidays, normally towards the end of August when 1 - 2 hours at a time will be required to assist with administration work ahead of the new academic year.

Holiday cover may be required which will be paid at an hourly rate. Flexibility and a willingness to help in such situations is of paramount importance.

Personal qualities

- Cheerful with a 'can do' attitude;
- responsible, honest and reliable;
- the ability to remain level headed in challenging situations.

Skills

- knowledge of Engage or a MIS system would be preferable but not essential;
- well-organised and capable of prioritising own work;
- enjoy being part of a team but happy to work alone;
- flexible and enjoy a varied routine - days can rarely be planned and the ability to deal with sudden changes whilst maintaining a good sense of humour is essential.

Essential

- Educated to minimum GCSE Grade C or equivalent;
- a superb communicator, with a warm, welcoming and professional approach;
- an excellent grasp of language and grammar;
- excellent MS Office skills.

Rate of pay

£15,000 per annum based on a 35 week academic year plus 5.6 weeks holiday pay.



Pension

The School currently operates a pension scheme with NEST and contributes 3% of basic salary.

Commencement

As soon as possible dependent upon references satisfactory to the School and all relevant checks having been completed. However, it is more important to find the right person to join our team.

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 send emails on behalf of staff, where required.

To establish and maintain efficient filing, indexing and internal correspondence systems.

To type and produce all 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 deal with all confidential matters with tact and discretion.

To photocopy, scan and or 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 'in box' clear of read messages.

Carry out any other duties as directed by members of the Senior Management Team.



Applications

This is a rewarding role for the right person to join a successful and happy school.

Please complete an Application Form, either by downloading a copy from our website at www.howegreenhouseschool.co.uk or by requesting a postal copy. Applications should be completed in the applicant's own handwriting and sent for the attention of the Bursar at The Howe Green Educational Trust Limited, Howe Green House, Great Hallingbury, Bishop's Stortford, Herts, CM22 7UF.