



# Saint Ambrose College

## School Secretary

### Job Description

(Please also see the separate Person Specification)

**Reports to:** Office Manager

**Job Purpose:** To provide efficient, professional, and confidential administrative and clerical support to ensure the smooth day-to-day running of the school office. The School Secretary will act as a key point of contact for parents, pupils, staff, and external visitors.

<p>Key Areas of Responsibility</p>	<p><b>General:</b></p> <ul style="list-style-type: none"> <li>• To provide general clerical and/or administration support for teaching staff. To ensure the timely distribution of school correspondence using school computer packages</li> <li>• To assist in the preparation of the weekly newsletter/booklets/brochures on behalf of the college as requested</li> <li>• To liaise with the nursing team and organise the immunisation schedule</li> <li>• To communicate with staff and parents regarding arrangements for the parents' evenings throughout the year</li> <li>• Good working knowledge of Microsoft and computer packages</li> <li>• To be efficient in the use of the school MIS system to ensure accurate input and extraction of student records. To manage day-to-day data administration updating the MIS system and school filing system</li> <li>• In liaison with SENCO to support data entry in relation to SEN/Disability and to identify students requiring Health Care plans (HCP) and co-ordinate correspondence to parents ensuring plans are up to date</li> <li>• To administer First Aid as part of a team ensuring accurate records are maintained</li> <li>• To ensure medical items stored are recorded and kept up to date</li> <li>• To collate and distribute information relating to school trips and events</li> <li>• To support the administration of the parent information system</li> <li>• To support the College's social media accounts.</li> <li>• To comply with all reasonable requests made by your Line Manager</li> </ul> <p><b>MIS System</b></p> <ul style="list-style-type: none"> <li>• To import and extract data in relation to the job role</li> </ul> <p><b>Student Services</b></p> <ul style="list-style-type: none"> <li>• To provide First Aid as part of a team and record all incidents accurately, informing parents where necessary</li> </ul> <p><b>Miscellaneous duties:</b></p> <ul style="list-style-type: none"> <li>• To be flexible with working hours to meet the needs of the college.</li> <li>• To support office personnel in busy times and in times of absence.</li> <li>• Subject to availability, requirement to work at evening events and attend the annual Saturday morning open day.</li> </ul>
<p>Pastoral Care</p>	<ul style="list-style-type: none"> <li>• Follow all safeguarding protocols as outlined in the annual Safeguarding training &amp; Keeping Children Safe in Education.</li> <li>• Discuss problems faced by a student, or created by a student, and implement appropriate responses or referrals where necessary.</li> <li>• Work alongside others in the college to provide enrichment opportunities for students.</li> <li>• Liaise with external agencies and stakeholders as required to ensure</li> </ul>

	<p>students are well supported and can thrive at St. Ambrose College.</p> <ul style="list-style-type: none"> <li>• Build positive and professional relationships with students, parents and carers,</li> <li>• To apply college policies relevant to the role.</li> </ul>
Ethos	<ul style="list-style-type: none"> <li>• Contribute to a positive and inclusive whole school ethos to promote excellent outcomes for students.</li> <li>• To engage and support students with the Edmund Rice Network including opportunities to collaborate with Edmund Rice schools in England and abroad.</li> <li>• Role model the expected values and standards of the school.</li> <li>• Take a leading role in College life to support the St. Ambrose College Mission Statement.</li> </ul>
Other/General	<ul style="list-style-type: none"> <li>• To support the daily life of St Ambrose College.</li> <li>• Be proactive in responding and reporting any issues as they arise with students.</li> <li>• Actively promote and support the mental health and wellbeing of all students and staff.</li> </ul> <p>The above list is not exhaustive, and all staff are also expected to undertake any other reasonable duties requested by the Principal.</p>