



ST FRANCIS SCHOOL

January 2019

Job Title: School Secretary / Office Administrator

Responsible to: The Headmaster (overall responsibility)
The Bursar (Line Manager)

Key Purposes:

- 1) This is a key position welcoming all visitors to the school, whether in person or on the telephone or on email – being the face of St Francis School.
- 2) Support the transfer to a new Management Information System (MIS) in the first instance and the ownership and maintenance of the MIS thereafter.
- 3) Carrying out general office administration to support SLT and general staff.

General Duties of All Staff

- To share in the corporate responsibility for the pastoral care, well-being and discipline of all pupils at St Francis School with reference to the school's commitment to Child Protection and Safeguarding Policies
- To support and promote the ethos of the school, upholding the core values outlined in the 'St Francis Framework'
- The jobholder has a responsibility for promoting and safeguarding the welfare of pupils.

General Secretarial Duties

- Welcoming all visitors to the school, including current and prospective parents, Governors and third parties – representing St Francis School on the telephone and on email to the same. Offering refreshments to visitors, as required.
- Understanding the school's ethos and marketing aims.
- Maintaining the registers for visitors, staff and pupils – understanding the safeguarding policy and its importance.
- Providing assistance and care to the pupils, particularly to tend to sick children in the sick room and arrange for their collection. Also, liaison with the NHS for annual visits, following set up from the Deputy Head (Pastoral)
- Assisting parents and visitors with general queries and generally facilitating good communication.
- Ensuring efficient completion of morning and afternoon Registration records.
- General office duties, including (but not limited to) dealing with incoming and outgoing mail and deliveries, monitoring school stationery, booking coaches, managing ad hoc changes to bus manifests and care club bookings.
- Liaising with members of staff as appropriate regarding pupils and parents – sharing information with Senior Leadership Team and general staff as appropriate.

Established 1941

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- Be an integral member of the administration team contributing to the efficient and smooth-running of the school's administration – assisting in providing an administrative and secretarial support service to all departments of the school.
- Lending assistance to other colleagues if the need arises and enjoy playing a full part as a member of a lively and busy team.
- To perform fire duties as outlined in the Fire Evacuations Procedures Policy (H1).
- To be responsible for the booking in and out of the School's mobile phones and minibus keys.
- General photocopying, when required.
- Preparation and distribution of information to parents and processing responses.
- Maintenance of the School's MIS and management of the annual pupil information sheets.
- Liaison officer for Friends of St Francis.
- Maintaining the electronic school calendar to ensure it is up to date at all times.

Management Information System (MIS) Superuser

The school's current MIS will become obsolete in September 2019. The appointed jobholder will be responsible for the 'front end' implementation of the new MIS system and thereafter be the 'Superuser' for the new system

Implementation

- Be fully involved in liaising with MIS companies (already identified), inviting them into school to present to key staff MIS users
- Organise presentation days, ensuring key staff are in attendance, when required
- In conjunction with the ICT Network Manager ensure the smooth transition to the new MIS system

Ongoing

- Key contact person for communications with new MIS company
- Development and maintenance of bespoke reports for whole school use
- Year End transfer process
- Responsible for training and support of all teaching and administrative staff and writing documentation for staff to support the training given
- New user account / login creation and maintenance
- Pupil database management and maintenance (post admissions input)
- Production of class lists, medical / dietary / emergency reports and ensure they are updated on a regular basis
- Annual pupil data review; issue data check forms to parents for review, monitor return of forms and update the database with change
- Timetable and subject set upload for Travancore using exported data file from Timetabler software and manual entry for Haybrook including Pupils, Staff and rooms
- Annual census; reporting of statistical data as required to the Bursar

Specific Office Administration Duties

- To administer school facilities hiring (tennis courts, Hemery & Haybrook Halls) ensuring appropriate codes are issued, advising the Assistant Bursar of monies due, liaising with Estate Manager to ensure correct equipment and facilities are made available.
- In conjunction with the Bursar and Head of Academic Administration be responsible for the compilation of the termly calendar, adding all details to enable event and resource clashes to be managed proactively, rather than reactively after calendar publication.
- Support the Director of Music in the compilation and smooth running of the peri timetables.

- Support Heads of Department in producing literature for performing arts, school events and activities (e.g. Drama, Music and Sport).
- Support the DH (Academic) in the printing and enveloping of reports and grade cards and general administration associated with children’s academic learning.

This job description will be reviewed as part of the performance review system, and any changes may be mutually agreed between the Jobholder and Bursar during the interim.

The Office Administrator will be required to carry out other duties as may be commensurate with the post which do not change the character or purpose of the post and which are necessary to maintain high standards of business practice. This job description therefore may be altered from time to time to meet the changing needs of the school.

PERSON SPECIFICATION

The successful applicant will

• Be well presented, warm and friendly with a good sense of humour
• Be a good listener
• Be empathetic and understanding – even when under pressure
• A good team player with good communication skills – both oral and written
• Have good language skills and be able to draft clear and grammatically correct emails and letters
• Have a high level of IT skills (Microsoft word / excel, Google)
• Experience using Management Information System (preferable)
• Have a high level of discretion and conduct themselves professionally at all times
• Have plenty of initiative and common sense and be able to work independently on tasks
• Have a ‘can do’ positive attitude to problems and be inclined to look for a solution rather than accept that something is not possible
• Be able to multi-task
• Be well organised, efficient, able to work under pressure and flexible
• Be able to demonstrate good proficiency in the use of Microsoft Office applications and Outlook
• Have the ability and motivation to learn new skills (the school uses a number of specialised management information packages for which training will be given)
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