



JOB DESCRIPTION

SCHOOL OFFICE SECRETARY

MAIN PURPOSE OF THE JOB: To provide administrative and organisational support in the School Office.

Key Responsibilities shared between the School Office Secretaries

These responsibilities across the Office include, but are not limited to:

- First point of contact for all external enquiries
- Registration twice daily; liaising with teachers and parents regarding children's absences
- Circulating staff absences and supporting the Deputy Head with staff cover rotas
- Administering first aid to the children ensuring correct protocols are followed, including completion of the accident reporting procedure
- Sending out the end of term reports and other parent mailings
- Booking prospective parents onto school tours and organising assessments
- Providing assistance to the school's Registrars with the school's admission process
- Creating and distributing the school newsletter
- Creating and distributing the internal staff bulletin, ensuring there are no clashes
- Organisation of school events, including sending out invitations and managing replies
- Maintaining accurate CRM database records
- Providing support to the Parents' Association
- Liaison with the Kitchen, advising and updating them of children's allergies, intolerances and dietary preferences
- Organisation of Awards and Prize Giving ceremonies
- Timely distribution of deliveries across the School
- Overseeing and organising School Clubs, ensuring the School's policies are followed
- Providing Office cover after Clubs, up to two times a week
- Providing Office cover during the half-term holidays
- Timely management of the general email inbox
- Overseeing First Aid Admin (liaising with Health and Safety regarding children and staff PEEPS, children's IHCPs, analysing accident data, checking contents of medical boxes/fridges/cabinets are full and in date, organising the replacement of medicines and medical resources as necessary)

- EVC Administration, including organising travel, booking trips, managing Risk Assessments, ensuring staffing requirements are met, liaison with Finance on costs, sending information to parents, organising parent/staff meetings and keeping them updated should details change up to and throughout the duration of the trip, liaising with the Kitchen and teachers to organise meals and snacks
- Overseeing and organising the Morning and Afternoon buses
- Offering support to the Bursar and Finance Department with routine tasks
- Providing updates to the Bursar and Finance Department relating to changes in financial arrangements (such as refunds, or ad hoc invoicing requirements)
- Supporting the Head of Music in the organisation of music examinations
- Website management
- Liaising with Departments across the School to ensure all regulatory and policy requirements are met
- Purchasing and arranging flowers
- To undertake any other duties which may, from time to time, be reasonably requested by the Bursar
- To adapt to any other needs of the School, as and when required
- Maintaining confidentiality is a priority
- To report to the Bursar

September 2025