

JOB DESCRIPTION: School Secretary (Salwa)

LINE MANAGER: Head of Salwa School

SALARY: Admin Scale 10

**JOB PURPOSE**

To provide clerical and administrative support to the school as well as manage and be responsible for the Salwa pupil admissions process. To be the first point of contact for all enquiries and visitors to the school.

**recruitment criteria**

* Successful experience in school administrative/business/office management
* Ability to multi-task and see projects through to high quality completion whilst meeting deadlines
* Professional secretarial qualifications including computer literacy – a thorough working knowledge of Microsoft Office, Word and Excel
* Demonstrate excellent interpersonal and communication skills
* Knowledge of SIMs or other information management system is desirable
* First aid qualification is desirable and is a requirement on employment

**Job Accountabilities**

As well as providing all round secretarial support to the Head Teacher, the main responsibilities of the job fall under the following headings:

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| **Communications** |
| * Responsibility for management and co-ordination of all Salwa school communications including student planners, and notice boards for staff, PTA and community
* Prepare, produce and publish Salwa communications input and attachments on a weekly basis
* Produce and distribute School business documentation including formal correspondence, agendas, minutes and communications with parents
* Diary management of Head and maintenance of Salwa school calendar using outlook and VLE
* Responsibility for ensuring Salwa information on BISR website and Parents Portal/VLE is both accurate and up to date
* Manage and set up appointment system for PTC evenings
* Update and maintain all timetables, duty rotas and supply staff details
* Manage and maintain office area and staff/parent notice boards
* Co-ordinate Salwa Yearbook inputs (photos and articles/information) with BISR Yearbook co-ordinator
* Co-ordinate Salwa Memory Book inputs (photos and articles/information) with Salwa Memory Book producer
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| **Registration** |
| * Registration process for Salwa School; responsibility for the management of pupil admissions, pupil numbers and all associated activities (working with integrity and following due process with respect to admissions forms, assessments, offer of places, associated costs and supporting paperwork).
* First point of contact for all new enquiries to BISR Salwa from parents regarding admissions to BISR Salwa school
* Liaison with parents and companies regarding the application, registration and assessment process for new pupils; upholding confidentiality and integrity in all applications
* Registering new pupils, arranging assessment appointments in liaison with staff
* Preparing documentation on pupils and educational matters
* Manage and prepare admissions information and pupil forecasts for stakeholders
* Make arrangements for introductory visits, offers of places and schedule start dates for new pupils
* Re-registration of pupils
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| **Pupil information management and administration** |
| * Input and maintain pupil data on SIMS including attendance, monitoring registers and all associated documentation
* Maintenance of electronic and hard copy non-academic pupil files, registers and pupil record sheets including medical register
* Responsible for co-ordinating information and allocation of Salwa ECA and peripatetic lesson programmes, ensuring all relevant information is cascaded to children, parents and staff
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| **Security and transport** |
| * Manage and arrange all security arrangements for the Salwa School for all security related matters with BAE Security stakeholder – SGV passes, temporary visitors, car passes, etc.
* Manage and maintain database of SGV pass holders and prepare associated paperwork
* Liaise with BISR Al Hamra site for organisation and issue of parental ID
* Responsible for organisation of all transport arrangements for Salwa school in liaison with relevant staff
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| **Health and Safety** |
| * Manage and co-ordinate the SHE training requirements for Salwa staff and arrange associated training activities to ensure BISR Salwa meets necessary BISR SHE guidelines
* Maintain staff emergency cascade registers
* Maintain, review and update all necessary emergency procedures
* Troubleshoot and communicate any issues during termly fire and lock-down drills
* Provide First Aid support for Salwa children throughout the day
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| **Support for Head Teacher** |
| * Ensure BISR mission, vision, processes and values are fully embedded within the Salwa office’s procedures and practices
* Manage and oversee the day to day running of the office, the administrative assistant and the school driver
* Provide full administrative and secretarial support to the Head of Salwa proactively and with professionalism
* Record, produce and distribute meeting notes when requested
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**OTHER PROFESSIONAL REQUIREMENTS**

* Establish effective working relationships with professional colleagues
* Maintain confidentiality regarding all school matters
* Participate in arrangements for further training and professional development
* Participate in any Performance Management framework and policy
* Participate in meetings at school, as requested by the Head of Salwa
* Have a clear working knowledge of school administration policies and procedures
* Undertake other duties as the Head may reasonably direct

**KEY EXPECTATIONS**

All staff are expected to:

* Provide a safe school environment for all children in school
* Be aware of and committed to the mission, vision, values and all associated school policies
* Take an active role in the development and implementation of school policies and in the whole life of the School
* Ensure that there are equal opportunities for all
* Follow school procedures as outlined in the staff handbook

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| Signed by post-holder | Signed by line manager | Date | To be reviewed |
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