



JOB DESCRIPTION

GARDEN HOUSE SCHOOL SECRETARY

**MAIN PURPOSE OF
THE JOB:**

To provide administrative and organisational support to the Heads, other office staff, teaching staff, pupils, parents and visitors to ensure the smooth running of the school as a whole.

Hours:

Full time
Monday to Thursday – 8am to 5pm
Friday – 8am to 3pm

Holidays:

Determined by school dates.
You will be expected to work, as required, either side of each term and one full half term.

Skills:

- Proficiency in IT including Microsoft Office, Excel and ideally experience with a school information management system or similar. Garden House use the Engage management system.

Person Specification:

- Caring and responsible attitude especially when dealing with children
- Organised
- Efficient with the ability to multi-task
- Able to work with others in a team
- Flexible attitude
- Good telephone manner to help with all concerns and questions from parents and staff
- Ability to deal with situations calmly and professionally
- Sense of humour

Benefits: Lunch provided during term time
Workplace pension