



## **JOB DESCRIPTION**

### **GIRLS' SCHOOL OFFICE SECRETARY (Maternity cover – September – December 2021)**

#### **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