



## **GIRLS' SCHOOL OFFICE SECRETARY (as part of job description)**

### **RESPONSIBILITIES**

#### **Day to day:**

- Being the first point of contact for the parents.
- Answering the telephone to help with all concerns and questions from parents and staff.
- Morning and afternoon registers – chasing staff to complete their class registers, calling parents if a child has not come into school.

#### **Weekly:**

- Writing the weekly Staff School Bulletin – weekly roundup of what is going on during the week displaying all meetings, school events, staff and children who are absent and general announcements.
- Heads – arranging parent and staff meetings, writing letters, arranging visits to other schools and general assistance day to day.
- Taking minutes at staff meeting.

#### **Registration:**

- Booking parents in for weekly viewing mornings and assessments.
- Explaining the registration process to all new parents.
- Liaising with the school Registrar and keeping the database updated. In the Autumn and Spring terms this involves booking in children on the waiting list for an interview (with their parents), with a Head.

#### **Buses:**

- Organising the term's weekly bus timetable, amending the timetable every week due to cancellations/extra sports matches and trips.
- Liaising with the school bus drivers daily.

#### **Throughout the year:**

##### **School outings and residential trips:**

- Arrangement of all day and residential trips to include the annual skiing trip.
- Liaising with Heads, teaching staff and the school bursar for approval.
- Organising the logistics, including writing to parents.
- Liaising with the Boys' School if trips are combined.

**School Events:**

- Organising school Events – there are a lot of events that take place including parent's evenings, poetry competition, sports days, PA events, Christmas Fair, Summer Shows, prize giving.

**Staff:**

- Duty lists.

**Clubs:**

- Helping with the organisation of afternoon clubs - a wide variety of extra-curricular activities are offered after school to pupils in Year 2 (Junior School), upwards. Children may enrol each term.
- Preparing a listing for each club to be sent out at the end of each term.

**Database – Engage Management System:**

- Updating the database with correct absentee information – morning and afternoon registers.
- Helping resolve staff issues with the database.
- Organising the academic and admin roll over – liaising with the database (Engage), helpdesk if we have changes/problems.

**Reports**

- Setting up the report templates on engage, allocating the right teachers to the correct subjects at the end of the Autumn and Summer Terms.
- Liaising with Heads about reports.

**Additional:****First Aid**

- Regularly checking the first aid kits to make sure they are well stocked, ordering the correct stock.
- Overseeing all the paperwork – collecting medical forms from new families and updating on the database, liaising with the kitchen re diets and allergies.
- Creating an emergency action plan for children who need it and distributing to the staff.
- Organising all staff first aid training to make sure everyone is up to date.
- Checking First aid policies and updating when needed.
- Being available to administer first aid when a child is unwell/had an accident – staff will ask for your assistance.
- Calling parents/medical services when needed.
- Attending health and safety meetings.
- Keeping the accident file updated.