

**Job Description**

**Secretary/Assistant**

**Starting Salary:** £27,435. Academy Scale 4

**Hours:** 36.5 per week

Monday to Thursday – 9.00am – 5.30pm

Friday: 9.00am – 4.30pm

**Annual Leave:** 5 weeks per annum during term breaks

**Reporting to**: Principal PA - Office Manager

**Purpose of Post**

To provide a high quality secretarial and administrative service within the Academy’s main office and to provide reception desk cover.

The post holder is required to act in a professional manner at all times, demonstrating confidentiality, discretion and maturity. Contact with a wide range of students, parents, teachers and staff with be an everyday part of the role and will require flexibility, proactivity and good interpersonal skills.

**Duties and responsibilities will include the following initially**

* To provide secretarial support to the Deputy Principals/Assistant Principals, including diary management, booking appointments with parents, sending emails and screening calls.
* Sixth Form Admissions (A Level and IB) entering all applications when received via email, answering email queries from the beginning of the admissions process to the end.
* Updating Sixth Form Admissions spreadsheet with any additional information, chasing missing information, missing UPN numbers, send mailouts (franking the mailouts) during the admissions process and throughout the year.
* Send in touch emails/texts to all new Sixth Form students using the SIMS application.
* Upload job applications to recruitment file via Box, keeping the files up to date, removing any old applicants as instructed by the Principal’s PA.
* Administration of SIMS Parent App/Activities. Inputting extra-curricular club information and Academy trips. Making sure registers for clubs are up to date on the SIMS activity app.
* Reception desk cover from 2-3pm (main receptionist lunch) and from 4:15pm to 5.30pm (3.15pm to 4.30pm on Fridays) after the main receptionist has left.
* Maintain the Franking Machine, inputting credit when required, franking daily post and organising special deliveries and recorded deliveries as requested. Make sure post is collected by the postman.

**Person Specification**

**It is essential that the post holder:**

* Has previous office experience with a professional and courteous telephone/reception manner.
* Demonstrates a good knowledge of IT skills using the Microsoft Office Suite. Knowledge of School information system (SIMS) is useful but not essential as training will be given.
* Has a flexible, calm approach to working and is a good team player and enjoys being part of a busy team.
* Is able to work independently and on own initiative.
* Works well under pressure