



Job Description:

Secretary / Receptionist

Managed by: Head's PA/Office Manager

Reporting to: Head's PA/Office Manager

Ditcham Park School

Ditcham Park School is a unique, successful and thriving school situated in 16 acres of the beautiful South Downs National Park. The 390+ pupils, aged 2½ -16 benefit from a caring and supportive ethos and small classes. GCSE results are consistently very impressive, and the School was graded 'Excellent' in a recent ISI Inspection.

Key purpose of Role

The School Secretary/Receptionist is part of a small team of administrative staff who provide support to the Headmaster, Bursar, Head of Seniors, Head of Juniors and Teaching staff. A large proportion of the work is of a confidential and sensitive nature, and it is important that the post holder acts with complete discretion at all times.

The Secretary/Receptionist is appointed by the School and is responsible to the Head's PA/Office Manager. Place of work will be the main school reception hall.

The role is 40 hours per week, with 25 days holiday (plus bank holidays) to be taken during school holidays.

Role Specific Duties and Responsibilities:

- Responsible for the reception of visitors to the school office and reception area and dealing with personal callers eg. parents, pupils and staff (including checking ID).
- Answering the telephone, dealing with enquiries, receiving and delivering messages as required.
- Receiving incoming post and deliveries.
- Routine admin tasks for the teaching staff ie. typing, photocopying, laminating etc.
- Input details of meetings/events etc. onto the school's SharePoint calendar and parent portal calendar (Clarion) and keeping it up to date.
- Filing and maintenance of school and pupil files.
- Inputting all stages of pupil data onto SIMS
- Undertaking training and acting as a First Aider.
- Any other duties of a secretarial administrative nature that may be required from time to time.
- Attending and taking minutes periodically by arrangement with the Office Manager.

Key Skills

- Confident use of IT systems including Word and Excel is essential
- Experience in minute taking is desirable
- Excellent oral and written communication skills
- Experience of SIMS desirable
- Good inter-personnel skills and a smart, professional personal appearance

Personal Specification

- Have a friendly, professional and engaging manner
- Possess a 'can do' solution focused
- Be a great team player with a willingness to support the needs of others.

Other Duties

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post.

Conditions of Employment

- Salary:** The salary is £22,000 to £24,000 FTE per annum depending on experience.
- Hours:** The role is 40 hours per week. The position (as advertised) is full time. (Term time plus agreed additional weeks may be considered for a suitable candidate). Your attendance will be required on the following days which are considered part of the contractual arrangements even if they do not fall on one of the normal working days agreed:
- The day preceding each new term.
 - Open Mornings (normally the first Saturday morning in October and May).
- Holidays:** 25 days per year (pro rata for part time/part year), plus Bank Holidays and additional concessionary days.
- Fee**
- Discount:** The post holder will be eligible for a staff discount on school fees for their children attending the school, in line with school policies.
- Pension:** The School does not have its own pension scheme. It will contribute to a pension fund currently set up for employees with Scottish Widows should you elect to participate. The employee's contribution is 6% of gross pay. The employer's contribution, which may be varied from time to time, is currently 10%. This may be proportionately reduced if the employee does not wish to contribute 6%.

Appointment: This Governing body is committed to safeguarding and promoting the welfare of children and young persons. The Headmaster must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. Applicants for this role must also undergo child protection screening, including checks with past employers, and this appointment is also subject to the receipt of an Enhanced Disclosure & Barring Certificate from the Disclosure & Barring Service. There are no exemptions for spent convictions and you are required to disclose any conviction by a court. **Please give details of any convictions or indicate not applicable.**

As with all School employees, it is the School responsibility to adhere to and ensure compliance with the School's Child Safeguarding Policy at all times, thus promoting and safeguarding the welfare of children and young person's with whom he/she comes into contact.

If, in the course of carrying out the duties of the post, you become aware of any actual or potential risks to the safety or welfare of children in the School, you must report any concerns to the School's Designated Safeguarding Lead.

This position is subject to an enhanced DBS certificate in the event of a successful application.

In accordance with the Health and Safety at Work Act 1974 all employees have a duty to look after their own and other's health and safety. Ditcham Park School is an Equal Opportunity Employer.