

St Hilary School



School Secretary

APPLICATION PACK





**St Hilary School
School Lane
St Hilary
Penzance
TR20 9DR**

Salary: £18,000 - £22,000 FTE

Permanent Variable

www.st-hilary.cornwall.sch.uk

School Secretary

The pupils, staff and governors of St Hilary School are seeking a School Secretary with enthusiasm, vision and a commitment to encouraging children to be 'the best they can be'. The School community has a great sense of pride in the School and care passionately about its future success.

St Hilary School offers:

- A Headteacher and governing body with a real commitment to doing what is best for our staff, pupils and the community.
- The opportunity to work as part of a well-established, hardworking, dedicated, supportive and friendly team.
- A genuinely warm and caring environment.
- A forward-thinking and positive ethos for all staff, governors and children.
- Children who are hardworking and eager to learn.
- A supportive team of governors who play an active role in the School.

Successful candidates will:

- Have a professional, friendly, flexible and enthusiastic approach to work
- Be enthusiastic, highly committed and versatile.
- Have a genuine commitment to the pastoral care of our children.
- Have excellent interpersonal skills.
- Have a positive attitude to professional development.

An application form and information pack are available via our School website www.st-hilary.cornwall.sch.uk or on request by telephoning the School on 01736 763324.

Leading Edge Academies Partnership is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment

For further information or an application pack, please contact the School Secretary, Mrs Dot Whipp:
secretary@st-hilary.cornwall.sch.uk

Closing date and time for applications:

By midday on Tuesday 8 June 2021

Shortlisting by Friday 11 June 2021

Interviews: Friday 18 June 2021

Notes to Applicant

Dear Applicant,

Application

If you wish to apply, please either email your application to Mrs Dot Whipp, School Secretary secretary@st-hilary.cornwall.sch.uk (copies of all the details are available online on our website under the 'Vacancies' section), or post your completed application form to the address below, together with a covering letter, clearly demonstrating your suitability for the role. Where possible, please also provide email addresses for your referees.

In particular, within your covering letter, please show how you meet the selected criteria in the job specification.

Closing Date

Please ensure your application arrives before the closing date/time and that the post for which you are applying has been stated clearly on the application form. Applications received after the closing date will not be accepted. All applicants will be responded to.

Interview

Interviews for the post will take place on Friday 18 June 2021.

St Hilary School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

Successful Applicant

St Hilary School is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
Receipt of two satisfactory employer references one of which must be from your current or most recent employer
Satisfactory verification of relevant qualifications
Satisfactory health check

All new employees will be required to undertake mandatory training required by the school.

St Hilary School
School Lane
Penzance
TR20 9DR

Phone: 01736 763324

Web: www.st-hilary.cornwall.co.uk

Job Description

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|--------------------------|---|
| Post Title: | School Secretary |
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| Purpose: | <ul style="list-style-type: none">To provide administrative and clerical support to the School and be the first point of contact with the general public in person and by telephone |
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| Reporting to: | Headteacher |
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| Working time: | 37hrs per week 8.00am - 4.30pm Mon - Fri (flexible to be discussed at interview) 41 weeks per year |
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| Salary/Grade: | £18,000 - £22,000 FTE - experience dependent £16,064 - £19,634 actual |
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| Disclosure level: | Enhanced |
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MAIN DUTIES

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description will be reviewed annually to reflect the plans, growth and development of the school.

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| GENERAL |
| <ul style="list-style-type: none"> • To meet and greet visitors in line with the school's visitor's procedure, in a welcoming and friendly manner • To receive and prioritise incoming telephone calls and deal with them appropriately, recording and distributing messages as necessary • To ensure appropriate standards of tidiness and order in the school reception area to present the school in a professional and welcoming manner • To distribute incoming post and goods received, as well as making arrangements for all outgoing post • To maintain, at all times, the utmost confidentiality with regard to information acquired in the course of undertaking duties • To be responsible for your own continuing self-development, undertaking training as appropriate • Undertake travel and work from other sites within or outside the MAT as required • To undertake other duties appropriate to the grading of the post as required |
| SECRETARIAL/ADMIN |
| <ul style="list-style-type: none"> • To provide a professional and confidential secretarial service for the school, including word processing of correspondence, reports, publications and other documents as required • To organise and maintain the Headteacher's diary, arranging appointments and liaising with the Headteacher regularly to follow up on external and internal communications • To be responsible for the maintenance of electronic and manual records including completion of returns, reports, school census, single central record and statistics as required by the LEA and/ or other third parties • To ensure the provision of administrative support in respect of timetables, registers and absences, lettings diary, staff sickness, post book, school meals, school events and outings and absences • To update SIMS and other school records ensuring all files remain up-to-date and in accordance with Data Protection legislative requirements and to participate in maintaining back-up systems • To support the schools wider administrative function by organising stationary, filing, photocopying and other ad-hoc administrative work |
| PUPILS AND DATA |
| <ul style="list-style-type: none"> • To undertake the necessary administration associated with the School's intake of new pupils and pupils leaving the school, ensuring records are forwarded appropriately. To maintain pupil records appropriately ensuring confidentiality with such records and ensuring compliance with GDPR • To jointly assist with the organisation of parents' evenings • To liaise with parents/carers when children need to be sent home if unwell, and on return to school • To support the children as needed, e.g. administering medication • For new pupils, to manage and update medical conditions, allergies and photo lists, and advise staff, in a timely and precise manner. • To help organise pupil health checks in school • To manage daily dinner registers to ensure the school kitchen receives accurate and timely numbers |
| SAFEGUARDING |
| <ul style="list-style-type: none"> • To be aware of and adhere to the school's child protection policy and procedures, and to report any concerns under such procedures which may be observed during the course of duty • To carry out safeguarding procedures including DBS checks and maintaining the Single Central Record and Letters of Assurance, inductions for new staff, volunteers and governors, and to ensure child protection courses for staff are booked as necessary |
| HR |
| <ul style="list-style-type: none"> • To undertake associated personnel administration including but not limited to: completion of staff forms, regularly updating the single central record, new staff recruitment checks following safer recruitment guidelines, managing the recording and reporting of staff absence • To check and submit staff and governor claims for payment, including supply teaching, overtime, travel and subsistence claims |

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| <ul style="list-style-type: none"> • To oversee the booking and record keeping of staff training courses • To organise data collection and submission of the school workforce census • To make appointments for members of staff and manage staff diaries as required |
| FINANCE |
| <ul style="list-style-type: none"> • To prepare all monies and cheques received by the school for banking, checking and issuing receipts and adhering to the school's cash and accounts security procedures • To monitor all payments received from debtors on a regular basis |
| OTHER |
| <ul style="list-style-type: none"> • To have professional regard for the ethos, policies and practices of the school in which you work, and maintain high standards in your own attendance and punctuality • Perform any reasonable duties as requested by the Headteacher |

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation and the job description will be reviewed annually as part of the Performance Management process.

Person Specification

| ATTRIBUTES | ESSENTIAL | DESIRABLE | RECRUITING METHOD |
|--|--|---|--------------------------------------|
| Education and Training | GCSE's or equivalent to include Maths & English at a C grade or above NVQ in business administration or equivalent experience | Admin or IT related qualifications at level 3 Typing and word processing certificates | Application |
| Skills and Experience | Previous experience of working in an office environment A practical working knowledge of IT applications, inclusive of word, excel and Powerpoint Excellent customer service and communication skills | Previous experience of working within a school or similar environment Experience of SIMS | Application/Interview/ Assessment |
| Specialist Knowledge and Skills | Good IT skills with experience of using Word, Excel and Outlook Good numeracy and literacy skills An ability to work under pressure and to meet deadlines Excellent organisational skills with the ability to manage and prioritise work as required High level of accuracy and attention to detail Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people Demonstrates an awareness, understanding and commitment to equal opportunities | Minute-taking skills | Application/Interview/ Assessment |

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| Behaviours and Values | <p>A professional, friendly, flexible and enthusiastic approach to work</p> <p>A positive “can do” attitude that seeks solutions to a problem</p> <p>Enjoys working with children</p> <p>To be discreet and act in a confidential manner</p> <p>Ability to work on own initiative and within a team</p> | | <p>Interview</p> |
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