

Redmaids' High Junior School

Grange Court Road
Westbury-on-Trym
Bristol
BS9 4DP



REDMAIDS'
HIGH SCHOOL
FOR GIRLS | BRISTOL
INFANT & JUNIOR SCHOOL

T: 0117 962 9451

E: n_brady@redmaidshigh.co.uk

www.redmaidshigh.co.uk

Job Description - Part-time Junior School Secretary

The Role

We are seeking to appoint a part-time, suitably experienced, administrator to run the school office, to start as soon as possible:

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|---------------|--|
| Working Hours | 3 days a week, Wednesday to Friday 8.00 am to 5.00 pm, term time only, plus 5 days (25.5 hours per week, with half an hour unpaid lunch break) |
|---------------|--|

Applications are invited from candidates with appropriate qualifications and/or relevant experience for the post.

The role is a job-share and you would work collaboratively with the other School Secretary, work with the Headteacher's PA, and carry out any other additional duties associated with the role as requested by the Headteacher.

You would be responsible to the Headteacher's PA and the Headteacher.

Duties:

Responsibilities should be shared between the 2 secretaries:

- Overseeing the daily running of the office to include:
 - answering the telephone
 - receiving visitors
 - dealing with parents at reception
 - dealing with internal & external post
 - monitoring personal & school emails
 - update the school diary
 - use of SIMS database, monitoring 2 x daily registration, produce absence reports
 - email and text updates to parents if needed
 - word processing of school letters, documents, club registers etc
 - producing forms, flyers, programmes, posters, certificates etc
 - ensure supplies of stationery maintained in areas -staff room, staff study, office, heads office
 - filing
 - maintain house notice board
 - maintain a tidy and welcoming reception area
 - Inventory reporting
 - managing the Hub e.g. creation of polls, loading concerts/photos.
- Weekly production of Friday Bulletin

this is a weekly email communication to parents and staff, generally regarding forthcoming events for pupils and parents. This involves collating information from a variety of sources and producing an accurate document.

- Administration of trips:
 - booking coaches
 - assisting staff in booking of trips if required
 - preparing trip pack for trip leader, as required
 - managing Operoo forms: creation of forms, monitoring completion of consent and where appropriate, payment, producing reports, maintaining good housekeeping, e.g. archiving of past forms.
- Admin support to:
 - Head of P.E
 - Head of music
 - Outdoor Education co-ordinator
 - Friends' of Redmaids' High School if needed
 - Assist with Open/Visiting Mornings if needed
- Attend staff meetings and INSET days if required
- Creation and management of Parents' Evenings through the app on the HUB.
- Termly production of term and fixtures dates, extra-curricular clubs, milk & snack forms and collate
- Management of paid for clubs – liaising with teachers/coaches regarding dates and costs each term, creation of club forms via Operoo, handling parent queries, creation of registers, tracking payment and contacting parents if any late payments.
- You will be required to safeguard and promote the welfare of all students in and visiting the School, in line with the School's Safeguarding policy and other related policies.
- You will need to understand the responsibilities in relation to handling personal data under the Data Protection Act 2018, in line with the School's Data Protection policy.

The secretary should set a good example to pupils in matter of appearance and conduct to enable pupils to develop positive attitudes to school and good standards of behaviour.

Person specification:

| | Essential | Desirable |
|-----------------------|---|---|
| Qualifications | General standard of education, including English & maths | ICT qualification Desktop Publishing Business qualification |
| Experience | Sound knowledge of ICT skills | Knowledge of SIMS & Schoolcomms |
| | Experience of working in a busy office with regular interruptions | Experience of working in a school or other relevant setting |
| Skills | Excellent communication skills | |

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| Personal Qualities & Abilities | Be organised and efficient & produce detailed, accurate work | |
| | Be able to relate to adults & children | |
| | Be able to follow instructions & to work on own initiative when appropriate | |
| | Be conscientious, flexible, approachable & able to work under pressure | |
| | Be able to work with confidentiality | |
| | Cheerful & warm disposition | |
| | Punctual & smart appearance | |
| | Commitment to following safeguarding and CP guidelines & procedure | |
| References | Fully supportive references | |

Application

Application forms, with a covering letter addressed to **Mrs Lisa Brown, Headteacher** should be sent to:

Mrs Naomi Brady, Headteacher's PA
 Redmaids' High Junior School,
 Grange Court Road
 Westbury-on-Trym
 Bristol
 BS9 4DP
 Tel. 0117 962 9451
 Email: n_brady@redmaidshigh.co.uk

Applications to arrive no later than 1pm on Friday 13 May 2022

Interviews will be held on Thursday 19 May 2022

Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children."