

**INSPIRE SUPPORT TEACH**

**JOB DESCRIPTION**

**SECRETARIAL ASSISTANT**   
**SCALE D**

**Inclusive Schools Trust  
 Job Description and Person Specification**

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| **Job Title** | Secretarial Assistant |
| **Location** | An Inclusive Schools Trust school |
| **GR Number** | GR9032 |
| **Grade** | Scale D |
| **Responsible to** | Responsible to the Head.  For clarity, at Inclusive Schools Trust, the term Head will incorporate the titles of Executive Head, Partnership Head and Head of School. |

**ROLE AND CONTEXT**

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| **Role and context** |
| **Job purpose** |
| * To provide a high standard of secretarial services to the school, teaching staff and pupils. * To work flexibly with other administrative staff to ensure that duties are carried out efficiently and effectively. |
| **Context** |
| Job Family: Administration |
| **Other Job Information (e.g. any special factors or constraints)** |
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| Principal Accountabilities | |
| Accountability | Order of importance (1 = most important etc.) |
| To prepare letters, reports, promotional materials and other documents using Microsoft Word, Excel or PowerPoint. To provide general support to teachers. | 1 |
| Where appropriate, to undertake secretarial duties of a confidential nature for named teaching staff, including maintaining diaries. | 2 |
| Where appropriate, to assist in undertaking the secretarial duties for management meetings. | 3 |
| As required, to assist with the courteous reception of visitors and the receipt of calls to staff in the school:  a) Assist with arrangements for school trips;  b) General office activities such as e-mailing, photocopying and filing;  c) Assist with the maintenance and administration of pupil records;  d) Assist with the management of stock, supplies and other school resources;  e) If required, collect, receive, record and bank money. | 4 |

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| Principal Accountabilities (continued) | |
| Accountability | Order of importance |
| To undertake general administrative duties which could include:-  a) Personnel/staffing administrative matters of a routine nature, for example, maintaining confidential staff records, completing appointment details and supporting recruitment/interview arrangements;  b) Completion of staffing and other returns;  c) Processing routine orders, invoices, letting forms and other data;  d) Maintaining pupil records/registers/data. | 5 |
| At the discretion of the Head, to open and distribute incoming mail.  To despatch outgoing mail and assist with general postal arrangements | 6 |
| To use IT systems to develop and maintain effective database(s) to include information on pupils, staff and financial matters. This will include the input of pupil assessment data and the production of reports. | 7 |

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| Person specification | |
| Essential | Desirable |
| Qualifications | |
| * NVQ2 or equivalent in relevant discipline. | * First aid training. |
| Experience | |
| * General clerical or administrative work. |  |
| Skills/knowledge | |
| * Effective use of IT packages. * Good numeracy/literacy and keyboard skills. * Knowledge of relevant policies/codes of practice/legislation. * Ability to relate well to children and adults. * Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. * Ability to identify own training and development needs and co-operate with means to address these. |  |

**GENERAL INFORMATION**

* All staff are part of the Inclusive Schools Trust community and are required to support the vision and values of the Trust to ensure we go the extra mile to improve outcomes and increase life chances for children.
* Jobholders will be expected to be flexible in their duties and carry out any other   
  duties commensurate with the grade and falling within the general scope of the job,   
  as requested by the Senior Leadership Team.
* Job descriptions detail the main outcomes required and are only to be updated to   
  reflect **major changes**that impact on the outcomes of the job.
* Job descriptions are liable to periodic review and may be renegotiated to meet the   
  changing needs of the school.
* Job holders must be aware of and comply with all current guidance, policies and   
  procedures relating to safeguarding and ensure that they are in accordance with   
  statutory, Trust and school safeguarding requirements at all times.
* Job holders must ensure that they have read, understood and act in accordance with current Trust and school policies, particularly those intended to protect children and employees, for example, Health and Safety, Safeguarding incorporating Child   
  Protection Policy and Whistleblowing. Information is available on the Trust   
  website [www.inclusiveschoolstrust.co.uk](http://www.inclusiveschoolstrust.co.uk/)
* All work performed/duties undertaken must be carried out in accordance with relevant County Council, Trust and school policies and procedures, within legislation and with regard to the needs of our customers and the diverse community we serve.

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| **Job Description approved by CEO:** | C:\Users\Mrs Knights\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Selene Signature.png | **Date:** | **1/11/2023** |
| **Employee Signature:** |  | **Date:** | **/       /** |
| **Manager Signature:** |  | **Date:** | **/        /** |