**Benwick Primary School**

**Job Description – School Secretary**

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

**Main Responsibilities**

* Provide timely and effective operation of secretarial and administrative support service to the Head Teacher and teaching staff in accordance with good secretarial practice.
* Management of reception – security of visitors ensuring that the visitor’s books is maintained. Ensure reception facilities are attractive and welcoming.
* Produce and distribute (both in paper and electronic form) school publications including; letters, staff handbook, school guide, newsletters and other information for parents/staff.
* Sort and distribute the post and operate outgoing postal system.
* Administration of all monies, including payment for lunch and liaison with kitchen staff as appropriate.
* Ordering of supplies and equipment, educational, cleaning and first aid
* Manage all login password details for learning platforms
* Support recruitment process with advertising, requesting reference checks etc
* Liaise with outside health agencies re school visits eg height and weight, vison, flu vaccines
* Liaise with EWO and prepare daily/weekly attendance reports for Head Teacher.
* Completion of all returns to LA, including the school census, common transfer files and teacher assessments for EYFS, Y2 and Y6.
* Use Microsoft systems eg Word, Excel and Publisher to produce high quality documents and use SIMS operating system to store and retrieve data regarding pupils.
* Prepare and provide all documents for new families and collate information eg prospectus, admission forms, permission forms etc
* Maintain and update children’s records annually – both electronic and paper records
* Prepare refreshments for visitors
* Update website regularly with key dates and all letters home
* Any other duty relevant to the post