



Central Bedfordshire Council

Job Description

Job Title: School Secretary

Responsible To: Headteacher / Office Manager

Job Purpose: To be responsible for the smooth running of the school office, providing a full secretarial service for the headteacher and teaching staff.

Main duties and responsibilities:

1. To provide administrative and secretarial support to the headteacher, including typing/word processing, taking minutes, making, and receiving telephone calls, making diary appointments and making arrangements for hospitality.
2. To open, sort and distribute post, including that received via the county courier service.
3. To operate the school telephone, fax, and e-mail systems.
4. To undertake reception duties and deal with general enquiries from visitors, parents, etc.
5. To prepare school prospectus and other documents for parents, governors, and others.
6. To complete statistical returns in a timely and accurate fashion.
7. To undertake data input and maintain up to date records on pupil information.
8. To deal with administration in connection with new pupils and pupil transfers, including liaising over transport matters where necessary.
9. To undertake administrative duties in respect of pupil attendance, including following up of individual absences, in accordance with school absence policy.
10. To maintain stocks of stationery and office supplies and oversee stocktaking.
11. To undertake administrative duties in respect of free school meals.

12. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
13. To undertake any other duties of a similar level and responsibility as may be required.