

Part Time School Secretary Job Description

About St Gabriel's:

Founded in 1929, St Gabriel's is a thriving co-educational independent day school for children aged 6 months to 18 years. The key to our success is providing a balanced and inspiring education within a community based on mutual respect and collaboration, creating an environment where pupils are confident, engaged and happy.

While justifiably proud of our pupils' academic results, we see education as being so much more than numbers and grades; we believe strongly in an all-round education and are eager for our pupils to enjoy their educational journey, rather than having their heads down as the world passes them by.



In the last decade, we have successfully established the St Gabriel's Nursery and extended the co-educational offering of our Junior School to the Senior School. The Sixth Form, alongside Year 9, will accept boys from September 2024 with St Gabriel's becoming fully co-educational in September 2027.

Situated in Sandford Priory, which dates back to the early Middle Ages, St Gabriel's is set in a beautiful Grade 1 listed building within Capability Brown parkland, which provides a gracious setting in which to work.

Role purpose: The School Secretary is responsible for the smooth running of the school office and for providing an efficient administrative service in support of the school. The Secretary will engage with visitors in a professional manner, managing and signposting queries as first point-of-contact.

Reporting to: Vice Principal

Hours of work: 12:30 - 17:00 (a later finish time can be discussed at interview if desired) working Monday to Friday during St Gabriel's term time. This position forms a job share with the current morning Secretary and some additional cover for annual leave will be needed during school holiday periods.

Responsibilities:

- 1) Receiving visitors and maintaining visitor records.
- 2) Manning the school switchboard.
- 3) Maintaining pupil attendance registers.
- 4) Sending out communications to parents, on behalf of other staff, via the school messaging systems.
- 5) Producing documents as required using Word, Excel, Publisher, Powerpoint and other software as required.
- 6) Providing reprographic support to staff.

- 7) Collating, receiving and distributing mail (including the franking system).
- 8) Maintaining school filing systems as required.
- 9) Providing cover in the Executive PA's absence to include: administrative support for the Executive, managing diaries, take meeting minutes, producing/ photocopying/ distributing documents/ correspondence, etc.
- 10) In conjunction with the morning Secretary, Executive Secretary and Data Manager, ensure that the school office is manned between 08:00 and 17:30 during term time and 09:00 to 13:00 during school holidays
- 11) Provide Secretarial support to the Bursar when required
- 12) Attend Open Days, outings and events as required.
- 13) Implement the provisions of the school's Child Protection policy.
- 14) Improve personal performance by attending training sessions as required.
- 15) Undertake any other professional duties which fall within his/her capabilities and which may be reasonably requested or required.

Person specification:

- Highly personable, approachable and possess an excellent telephone manner.
- Cooperative, helpful and accommodating nature.
- Ability to work quickly, calmly and conscientiously with an eye for detail.
- A sound knowledge of the workings of a modern office and all its equipment.
- Entirely familiar and comfortable with the capabilities of computers, spreadsheets, websites, databases and storage media.
- Understand the principles of record keeping, data protection and filing.
- Ability to use initiative and to work proactively.
- Maintain confidentiality.
- Commitment to working in a collegiate way.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection (Safeguarding) Policy and Safeguarding Guidance at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Designated Safeguarding Lead or to the Principal.



Method of Application:

Please apply by completing an Application Form (either through TES, or the St Gabriel's application form found on the website) to hr@stgabriels.co.uk. Closing date for applications is Thursday 16th May 2024 (or earlier if a suitable number of applications are received).

Applications will be considered as they are received and candidates may be invited for interview at any stage. Early applications are warmly encouraged.

This role will commence as soon as possible.