



RAVENSWOOD SCHOOL JOB DESCRIPTION

School Secretary: Salary Grade – JG6 (37 hours per week per year)

Job Purpose:

1. To promote and support the school in fulfilling its aims by maintaining and developing its positive ethos through self-evaluation and improvement.
2. To ensure the efficient operation of the school admin team, promoting a calm, organised work environment and reception office.
3. To be school lead on managing data protection

To whom postholder reports: Finance Officer

Persons line managed by postholder: Admin Assistant.

Responsibilities:

Management of reception and administrative team

1. Manage access to the site during the school day and ensuring that all visitors are both welcomed and have permission to be on the site; checking ID paperwork for all supply staff.
2. Manage the day to day office routines of the school, ensuring a positive front of house for the school and ensuring that all received communications (electronic, verbal and telephone) are forwarded to the relevant staff and are then dealt with in a timely manner.
3. Ensure that appropriate clerical support is available for the school daily, weekly, termly and annual procedures.
4. Ensure the admin team work efficiently at all times, keeping you informed when tasks are completed or not being achieved. Ensure they have reliable feedback, both informal and formal, on their work and use this to act as Reviewer for their PMIs.
5. Take an active role in developing and supporting a culture of team working for the benefit of pupils and other stakeholders.
6. Produce the weekly Ravenswood Post to keep staff and governors informed of key information.

Human Resources

1. Complete staff absence records in SIMs, and complete and send weekly returns to Liberata Payroll.
2. File staff information and records.

Support for pupils:

1. Check school registers and ensure phone calls are made home for all missing pupils without a known reason. Ensure this is followed through until a reason is forthcoming.
2. Check dinner spreadsheet and report dinner numbers to school kitchen each day.



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Internal Data Protection Officer

1. Acting as lead for general data protection guidance around the school; encouraging and monitoring compliance around the school.
2. Checking records of any data protection breaches and deciding which cross the school threshold for reporting to the ICO.
3. Ensuring internal audits around data protection are carried out annually and online training is provided on data protection to all new staff.
4. Reporting on the above to the school's external DPO.

General

7. Co-operating in school training days and performance management and taking responsibility for continuing professional development.

Undertaking any professional duties as reasonably determined by the Headteacher.