



RAVENSWOOD SCHOOL JOB DESCRIPTION

School Secretary: Salary Grade – JG6 (37 hours per week – 39 weeks 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 informal, 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. Work as part of the fire warden team in the case of any fire alarms.

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 training is provided on data protection to all new staff.
4. Reporting on the above to the school's external DPO.



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Human Resources

1. Complete new pupil records on SIMs and Swift Kitchen and ensure that pupil registration documents are checked and completed ahead of entering the school.
2. Responsible for pupil information records- electronic and paper.

Support for pupils:

1. Responsible for pupil attendance records. 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. Complete and check school dinner reports and report dinner numbers to school kitchens each day.
3. Ensure annual pupil information is completed, recorded and archived in an appropriate way.

Support for parents/ carers:

1. Use of school' ParentPay system to communicate with families.
2. Work alongside the Family Support Advisor to ensure that a School Newsletter is produced regularly and sent home on a weekly basis.
3. Support and oversee Free School Meals applications and any holiday food vouchers
4. Managing payments into school and debt recoveries

Support for Educational Visits:

1. Send letters and make payment requests for educational visits, oversee consents and ensure that permissions are completed.
2. Ensure that visit day checklists and evaluations are completed and archived appropriately in line with data protection.

General

1. 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.