

ST. WALBURGA'S CATHOLIC PRIMARY SCHOOL

Secretarial Assistant

1. To live out the mission, aims and goals of the school
2. To assist the Headteacher, School Business Manager, Senior Leadership Team and Office staff with all the work carried out in the school office

Main duties and responsibilities

- Welcoming visitors and dealing with enquiries in the main school office.
- Answering telephone calls and dealing with the enquiries.
- Assist with managing the school's email inbox, ensuring the school meets its expected response times and that emails are forwarded to the relevant staff member as necessary.
- Organise and distribute incoming and outgoing post and deliveries.
- Update and maintain the school calendar on Outlook.
- Assist with organising parents' evenings and other school meetings and events, including the organisation of rooms and equipment, and providing refreshments as required.
- Assisting with the management of pupil attendance, including completing and maintaining the school registers, generating attendance reports when requested, and responding to absence requests as directed by Senior Leaders.
- Sending information, reminders and updates to parents and carers through the school's online communication platform (Groupcall).
- Manage and organise completed forms from parents and carers.
- Assist with keeping the manual and electronic (MIS Arbor) records up to date.
- Writing and distributing general letters to parents and carers, including assisting the Headteacher with the school weekly newsletter.
- Book and arrange all school trips and events, including sports activities and matches, swimming lessons, residential trips, school photographs etc. This includes all booking and organising transport when required and writing letters informing parents of events.
- Liaise with external providers and relevant staff to arrange after school clubs and produce letters and lists when necessary.

- Input any activity requiring a payment on the school's payment system (WisePay), managing the user accounts, and assisting parents and carers with the system.
- Deal with initial school admission enquiries, assist with preparing for open sessions, and organise any necessary paperwork as directed by Senior Leaders.
- Order, monitor and manage stock, following the school's purchasing processes as directed by the School Business Manager.
- To follow the school's Data Protection policy and ensuring information security and confidentiality at all times.
- Carry out filing, printing and photocopying. Maintain the operation of the printers and photocopiers to ensure they are ready to use, and contacting the contractor for assistance when necessary.
- Carry out any other duties requested by the Headteacher or School Leadership Team, School Business Manager, Teachers, Teaching Assistants, PSW, Governors, other Office Staff and PSA that may reasonably be said to fall under the remit of the post.