



Saint Ambrose College

School Secretary

Job Description

(Please also see the separate Person Specification)

Reports to: Office Manager

Job Purpose: To provide efficient, professional, and confidential administrative and clerical support to ensure the smooth day-to-day running of the school office. The School Secretary will act as a key point of contact for parents, pupils, staff, and external visitors.

<p>Key Areas of Responsibility</p>	<p>General:</p> <ul style="list-style-type: none"> To provide general clerical and/or administration support for teaching staff. To ensure the timely distribution of school correspondence using school computer packages To assist in the preparation of booklets/brochures/prospectuses on behalf of the college as requested To liaise with the nursing team and organise the immunisation schedule To communicate with staff and parents regarding arrangements for the parents' evenings throughout the year Good working knowledge of Microsoft and computer packages To be efficient in the use of the school MIS system to ensure accurate input and extraction of student records. To manage day-to-day data administration updating the MIS system and school filing system In liaison with SENCO to support data entry in relation to SEN/Disability and to identify students requiring Health Care plans (HCP) and co-ordinate correspondence to parents ensuring plans are up to date To administer First Aid as part of a team ensuring accurate records are maintained To ensure medical items stored are recorded and kept up to date To collate and distribute information relating to school trips and events To support the administration of the parent information system To support the College's social media accounts. To comply with all reasonable requests made by your Line Manager <p>MIS System</p> <ul style="list-style-type: none"> To import and extract data in relation to the job role <p>Student Services</p> <ul style="list-style-type: none"> To provide First Aid as part of a team and record all incidents accurately, informing parents where necessary <p>Miscellaneous duties:</p> <ul style="list-style-type: none"> To be flexible with working hours to meet the needs of the college. To support office personnel in busy times and in times of absence. Subject to availability, requirement to work at evening events and attend the annual Saturday morning open day.
<p>Pastoral Care</p>	<ul style="list-style-type: none"> Follow all safeguarding protocols as outlined in the annual Safeguarding training & Keeping Children Safe in Education. Discuss problems faced by a student, or created by a student, and implement appropriate responses or referrals where necessary. Work alongside others in the college to provide enrichment opportunities for students. Liaise with external agencies and stakeholders as required to ensure

	<p>students are well supported and can thrive at St. Ambrose College.</p> <ul style="list-style-type: none"> • Build positive and professional relationships with students, parents and carers, • To apply college policies relevant to the role.
Ethos	<ul style="list-style-type: none"> • Contribute to a positive and inclusive whole school ethos to promote excellent outcomes for students. • To engage and support students with the Edmund Rice Network including opportunities to collaborate with Edmund Rice schools in England and abroad. • Role model the expected values and standards of the school. • Take a leading role in College life to support the St. Ambrose College Mission Statement.
Other/General	<ul style="list-style-type: none"> • To support the daily life of St Ambrose College. • Be proactive in responding and reporting any issues as they arise with students. • Actively promote and support the mental health and wellbeing of all students and staff. <p>The above list is not exhaustive, and all staff are also expected to undertake any other reasonable duties requested by the Principal.</p>