



TOWN CLOSE SCHOOL

NORWICH'S FINEST PREP SCHOOL • FOR GIRLS & BOYS • 3-13 YEARS

Here at TCH we value our individual pupils and staff for the breadth and variety of their talents. Our core values are effort, commitment, respect for others, thoughtfulness, and consideration.

JOB DESCRIPTION

TITLE OF POST:	Administrative Assistant – Prep Department
ACCOUNTABLE TO:	School Secretaries – Prep Department
LIAISES WITH:	Administrative, support and academic staff, parents, pupils and visitors.
RATE OF PAY:	£23,493-£27,222 pro rata
HOURS:	34 Hours per week during term time to be worked between 8:00am and 4:00pm Monday and Tuesday and 8:00-5:00pm Wednesday and Friday (Thursdays off). Plus additional hours for four weeks of term time to cover when the Prep Secretaries take leave.

ROLE PURPOSE:

This is a key role within the Prep Department of the School and the post holder is responsible for providing an efficient and welcoming reception service to visitors, telephone callers and also for providing effective, flexible administrative support to the school in general. You will be the 'shop window' for the School, and visitors to the School need to feel welcome as soon as they enter the building.

A. MAIN DUTIES AND RESPONSIBILITIES

1. To answer the telephone, transfer calls, deal with queries, referring callers to the appropriate person or department as appropriate, take accurate messages and ensure these are passed on without delay.
2. To provide a welcoming reception to all visitors.
3. Undertake photocopying as requested and be first point of contact for problems arising with the photocopier. Maintain supplies for the photocopiers and stock daily with paper. Organise engineer visits when faults occur.
4. Arrange for deliveries to be taken to correct departments etc when they arrive. To follow up on any missing or damaged deliveries. Clear the invoices and pass to the Accounts department.
5. Monitor the school answer machine and absence line and deal with messages.
6. Check form folders daily and deal with letters/reply slips accordingly.

7. Prepare daily games registers and lunch list.
8. Maintain absence diary for pupils' future absence.
9. Take minutes of the weekly common room meeting and Headmaster's briefing and circulate.
10. Distribute post to relevant pigeon holes.
11. Create new parent badges.
12. Distribute school photographs to pupils via form teachers.
13. To assist with termly / annual administrative tasks including the end of term envelopes and mailings.
14. To collect and collate reply slips for trips, concerts, choirs, plays etc
15. To administer first aid (once appropriately qualified) and to record sickness, accidents.
16. To administer child medication procedures according to school policy.
17. To send email & text correspondence to parents via the School's MIS.
18. Assist with diary management for minibuses and rooms.
19. Proof read team sheets for matches and send to parents via the School's MIS.
20. To provide support for the Pre Prep Secretary as and when required
21. Any other reasonable duties as requested by the departmental secretaries, the Bursar or the Headteacher.

B. GENERAL RESPONSIBILITIES

- To be flexible and prepared to undertake other duties as appropriate to the grade and skills of the post holder in order to maintain the efficient running of the school.
- To become familiar with and use any relevant computer systems as required for the duties of the post.
- To attend relevant training to meet the requirements of the School. It is expected that the knowledge and skills acquired from attendance at such training will be shared and applied within the team as appropriate.
- To comply with the statutory provisions of health and safety at work legislation and school policy and always to work in a safe manner and not to put self or others at risk.
- It is a requirement that all employees of the school maintain confidentiality of information acquired in the course of undertaking their duties here.
- To comply with the School's Core Values

August 2024

PERSON SPECIFICATION – SCHOOL SECRETARY

	ESSENTIAL	DESIRABLE	Assessed From:
Qualifications	Good standard of general education to include maths and English	First Aid at Work Qualification	Application
Experience	Experienced in office procedures, typing and general administration. Experienced in using Microsoft packages – Word, Excel, Publisher etc.	Experience within a school environment	Application Interview references
Knowledge and Skills	Skilled at dealing with ‘customers’, external agencies and the general public both on the phone and in person Computer literacy to the standard required to undertake office administration in Word, Excel etc. Able to demonstrate excellent customer service skills	Use of iSAMS software	Application/ Interview/ References
Disposition and attributes	Trustworthy, able to respond to safeguarding needs of children and young people Responsible, able to work sensitively and responsibly with children and raise any safeguarding concerns Flexible and adaptable, able to multitask Patient and calm under pressure Willing and able to administer first aid to pupils once appropriately trained Able to work effectively and conscientiously on own initiative and within a team Sees tasks through to completion High standards of personal and professional integrity A team player Meticulous with high standards of attention to detail		Interview References