

SCHOOL SECRETARY



619-625 Green Lane,
Goodmayes, Ilford,

Essex IG3 9RP

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Job Title: School Secretary
Location: Al-Noor Primary School
619 – 625 Green lane
Ilford Essex IG3 9RP

To provide a secretarial, reception and administration service for the school and headteacher.

The school secretary works under the direction supervision of the headteacher. The coordination of his/her work will be carried out through the headteacher.

In planning the most effective use of the secretary's time the following points should be kept in mind.

- 1) The secretary is employed to carry out the clerical and administrative work of the school.
- 2) The head teacher is responsible for the delegation of work to the secretary and for supervising him/her.
- 3) The secretary's job can be classified under the following two headings.
 - A) The work of the school office
 - B) The responsibility of the secretary to the headteacher
- 4) To carry out duties which are administrative in nature.
- 5) Duties, which are instructional in nature, are NOT to be assigned to the secretary. Therefore the school secretary shall not discipline children/ staff, excuse children from the school, change existing school programs, do hall or playground duties, teach classes etc.

Person Specification

Personal Description

- To be a pleasant, practising Muslim/Muslimah who adheres to the Quran and Sunnah
- At all times have excellent Islamic behaviour and conduct.
- You must be a role model for the children, staff, parents and the regional community at large.
- Cultivate and promote love for Islam and Islamic values.
- Be a caring and helpful individual.
- You must demonstrate initiative and good time management skills.
- You must share the school's aims and values enthusiastically directing your energy into furthering the school's development.

Education and Training

Preferably an NVQ qualification in Administration / school administration or a similar qualification.

Some experience of working in an Administrative / clerical role.

Communication

Excellent written and spoken English language skills. Preferably speaks one other community language.

Job description

Administrative /Clerical Duties

- To compile reports on the direction/request of the headteacher;
- Record fire drills;
- To maintain the school diary of appointments for members of staff;
- To prepare and send out letters to parents when required;
- To update and maintain the admissions & fees database;
- To assist in administering periodic collection of school fees;
- To set up permanent records of all new students who enter the school;
- To update and maintain pupil records;
- To assist the head teacher in preparing statistical reports;
- To place orders for books, supplies, etc. from the approved budget;
- To take charge and screen regular mail and its circulation in the school premises;
- Prepare the school newsletter for public release;
- To attend and write draft agenda and minutes for selected meetings;
- To record all changes of addresses and phone numbers;
- To carryout general filing and photocopying for the head teacher and other teachers when required;
- To call homes of absent children;
- To type general letters and correspondence after being given their general context;
- To prepare documents for recruitment interviews;
- To administer the sale and stock-take of uniforms held on the school premises;
- To assist in the administration of the annual admissions procedure.

Duties related to Reception

- To receive, meet and greet parents and the general public and answer their questions;
- To deliver messages and telephone calls to teachers;
- To escort parents to various rooms;
- To receive the general public and make appointments to see the head teacher.

Miscellaneous Duties

- To mail and prepare items for mailing;
- To report any accidents to the head teacher;
- To work with the head teacher to put together the school's year book;
- To keep reception area clean, neat and tidy at all times.