

CORNWALL COUNCIL

School Based

JOB DESCRIPTION

Department:	School name
Job Title:	School Secretary (with financial responsibilities)
Grade:	F
Responsible to:	Headteacher
Supervisory Responsibility:	None
Important Functional Relationships:	<p><u>Internal:</u> Headteacher, School management team, Teaching and non-Teaching Staff, pupils.</p> <p><u>External:</u> LEA representatives, Cornwall Council Departments, other Schools and Colleges, Suppliers of goods and services, parents, visitors to the school.</p>

Main Purpose of Job:

To provide financial, administrative and clerical support to the School. To be the first point of contact with the general public in person and by telephone.

Main Duties and Responsibilities

1. To welcome visitors, ensuring signing in procedures are followed, to receive and prioritise incoming telephone calls and deal with them appropriately taking messages as required.
2. To provide a professional and confidential secretarial service for the school including word processing of correspondence, reports, publications and other documents as required.
3. To sort, distribute and administer incoming and outgoing mail.
4. To update all school records and files remain up-to-date and in accordance with Data Protection legislative requirements and to participate in maintaining back up systems.
5. To undertake associated personnel administration, including completion of staffing forms, monthly payroll reconciliation, liaising with Education Personnel as appropriate and maintaining staff files, ensuring confidentiality with regard to such records.
6. To undertake the necessary administration associated with the School's intake of new pupil and pupils leaving the school, ensuring records are forwarded

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- appropriately. To maintain pupil records appropriately ensuring confidentiality with such records.
7. To be responsible for the maintenance of electronic and manual records including completion of returns, reports and statistics as required by the LEA and/ or other third parties. To maintain at all times the utmost confidentiality with regard to such records.
 8. To field pay queries, liaise with the Council's Payroll Department and provide prompt resolutions to any pay errors or queries.
 9. To ensure the provision of administrative support in respect of timetables, registers and absences, lettings diary, staff sickness, post book, school meals, school events and outings, medical and dental visits.
 10. To organise all arrangements for meetings as required.
 11. To organise and maintain the Headteacher's diary, arranging appointments and liaising with the Headteacher regularly to follow up on external and internal communications.
 12. To be responsible for office organisation including stock control of office stationery and consumables. To maintain the photocopier and ensure photocopying supplies are available.
 13. To handle the ordering (as approved), receipt and distribution of goods and to obtain information regarding costs and delivery of goods and services.
 14. To operate the school's accounting system including order processing, accounts payable and receivable, reconciliations, petty cash, bank processing and report generation, working in close liaison with the Accounting Technician/School Bursar.
 15. To administer the receipt and banking of various monies including private school funds and other non-public fund-raising. To be responsible for receiving, checking and issuing of receipts for all payments made and monies received by the school.
 16. To prepare all monies and cheques received by the school for banking, ensuring appropriate use of each of the schools' bank accounts and full adherence to the school's cash and accounts security procedures.
 17. To keep accurate and up-to-date budget information in order to answer queries promptly.
 18. To be responsible for supervising support staff undertaking finance-related work, including training and familiarisation of the school's accounting systems. To organise all of the school's finance-related work appropriately, ensuring timely completion of all tasks and adherence to the school financial policies and procedures.
 19. To be responsible for the routine maintenance and operation of the School's computerised accounting systems and SIMS, including purchase order processing, account payments and receipts, production of invoices and billing, bank processing and reconciliation, and report generation.

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20. To be responsible for the finance office's full adherence to the school's security procedures, ensuring security of all monies and financial information at all times. To ensure all processes and work undertaken meets with the financial regulations and internal and external auditory processes.
21. To ensure the processing of authorised orders in accordance with the agreed priorities and deadlines and in accordance with the working practices of the finance office.
22. To liaise with the reprographics section and to monitor all reprographics/ photocopying costs ensuring appropriate charges are made to each school department/budget holder.
23. To ensure the production and despatch of cheque payments for all authorised invoices prior to their due dates and details of payments and invoices are logged on the school's financial accounting computer systems.
24. To be responsible for the production of school invoices relating to all school income generation, including those charges made to pupils for various school and recreational activities arranged by the school. To monitor all payments received from debtors on a regular basis and to advise the Headteacher/Bursar of overdue debts for further action, ensuring such action takes place and monitoring success.
25. To assist in the administration of the School's private funds including monitoring and checking individual accounts as requested.
26. To assist in the preparation and completion of VAT returns.
27. To check and authorise staff and governor claims for payment, including supply teaching, overtime, travel and subsistence claims.
28. To manage the financial systems relating to charges for school lettings.
29. To be responsible for the prompt and regular reconciliation of all school bank account statements.
30. To collate financial information, produce financial reports and statistics relating to the school's financial status as required.
31. To attend finance team meetings, school management team meetings and Governors meetings as requested.
32. To be aware of and adhere to the school's child protection policy and procedures, and to report any concerns under such procedures which may be observed during the course of duty.
33. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. Council (Equal Opportunities Policy/Code of Conduct) and national legislation (Health and Safety, Data Protection).
34. To maintain confidentiality of information acquired in the course of undertaking duties for the School.

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35. To be responsible for your own continuing self-development, undertaking training as appropriate.

36. To undertake other duties appropriate to the grading of the post as required.

Date Prepared: April 2003

Prepared by: Cornwall Council

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PERSON SPECIFICATION

Job Title: School Secretary

Department: School based

Person specification prepared by: Cornwall Council

Date: April 2003

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	Good standard of practical skills, knowledge and experience of working in an office environment. Practical experience of word processing, e-mail & other office electronic applications.	Good standard of practical skills, knowledge and experience of secretarial work within a school/ college environment. Experience of SIMS.	Application form/ interview
<u>Education & Training</u>	Attainment of GCSE's or equivalent (educated to level 2 standard) to include Maths & English. Attainment of AAT qualification (or able to demonstrate equivalent knowledge through experience).	Attainment of level 3 qualifications or equivalent (eg: A Levels, AVCE). OCR level 2/3.	Application form
<u>Special Knowledge & Skills</u>	Good typing and word processing skills. Good oral & written skills. Good organisational skills. Good communication skills.	Knowledge of book keeping and maintaining accounts. Knowledge of electronic display & presentation formats.	Application form/ interview Typing/word processing test
<u>Any Additional Factors</u>	Excellent personal presentation. Professional, tactful & sensitive. Discreet & confidential Ability to work on own initiative and within a team. Enjoys working with young people. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		Interview