

JUNIOR SCHOOL SECRETARY

JOB DESCRIPTION

The Junior School Secretary is responsible for managing all aspects of the Junior School's front office and reception at all times to create a positive initial impression of the College and the Junior School.

Reports to: Head of Junior School

Main Duties:

1. Reception

- Answer incoming calls promptly and direct to appropriate extensions
- Take messages, as necessary, and forward via email
- Advise callers if they are unsure of who to speak to about a matter
- Convey messages to students where possible
- Help visitors to the school by directing them to their appointments
- Sign visitors in/out of the school
- Ensure all visitors are wearing a name or visitors badge
- Sign for and follow up delivery of all parcels for staff/students
- Keeping information files up to date
- Ensure that the reception area is tidy at all times

2. Mail

- Coordinate internal mail basket for internal and external mail (via Senior School Reception)
- Sort mail and distribute to appropriate staff
- Prepare and coordinate mailouts (including reports, Parent Engagement Workshops, End of year letters, NAPLAN results etc)
- General help with all out-going mail

3. Communication

- Check emails received
- Reply, answer, forward e-mails
- Email messages to staff
- Forward messages to students as requested by parents/staff
- Manage all correspondence relating to term time holiday requests

4. Orders and Bookings

- Maintain and stock administration stationery cupboard
- Order staff and parent name badges

5. General Administration

- Manage attendance, recording absences twice daily and following up unexplained absences
- Oversee filing and filing system for boys, Head of JS and General JS Office files
- Assist with reporting (including preparation of reporting letters, envelopes and address labels, correcting reports, photocopy final reports and filing school copies)
- Edit letters, type/print/distribute stickers, as approved by Deputy Head of JS-Admin
- Liaise with JS canteen regarding events, JPSSA and student lunches
- Proofread all newsletter submissions
- Liaise with external providers, including mouthguard, afterschool care, dental health nurse and community health nurse to organise care, coordinate screenings and bookings, distribute letters/packages and process charges
- Liaise with school support groups particularly in relation to circulars and flyers
- Maintain Junior School boys' records and files
- Oversee and follow-up MEX (maintenance) requests
- Coordinate changes to staff and student details (forward student changes to Admissions and staff changes to Human Resources)
- Manage Student Diary in consultation with Executive PA to the Head of Senior School and Deputy Head of Junior School-Admin
- Maintain stocks of award cards, excellence awards, letterhead and envelopes
- Distribute parent contact lists (provided by Headmaster's Secretary)
- Maintain pigeonholes and general information in staff room. Tidy staff room prior to events
- Process school excursion/incursion/carnival requests and special information letters and permission slips – edit letter, submit applications for approval, book buses, coordinate permission slips with teachers, coordinate medical forms (where required).
- Update evacuation, parent contact and excursion kits. Prepare and provide excursion kits.
- Liaise with Outdoor Ed re: camp dates, permission letters and medical forms. Coordinate paperwork, photocopy all paperwork and provide medical emergency list to Outdoor Ed staff for camps (where required)
- Coordinate newsletter (reminder emails, receive and process submissions and provide to PA)
- Photocopying as required by Head of JS
- Keeping paper stocks maintained in photocopy areas and liaise with IT on maintenance and toner requests
- Liaise with catering staff for provision of catering and staff lunches/morning tea, as required
- Assist with other administrative duties as directed by Head of JS, Leadership Team and PA.
- Liaise with Admissions Office for the collection of information on all new boys
- Coordination of paperwork associated with the co-curricular programme
- Update staff wiki
- Maintain lost property
- Liaise with Nurses at the Health Centre with regard to sick or injured boys

**6. Assist in the coordination of special events at the Junior School
(with PA to executive and Deputy Head of JS Admin)**

- JS Presentation Afternoon
- Staff Christmas Assembly Item
- Student-led Conferences
- Parent Interviews
- Orientation Day
- IPSHA Events

Skills and abilities required:

- Ease in communicating with people of all ages and walks of life
- Friendliness and professionalism. Ability to remain calm.
- Good grooming
- Excellent typing and computing skills, including strong working knowledge of Apple OS and Microsoft Office
- Attention to detail
- Ability to work well with parent groups
- Ability to anticipate requirements of other staff and students
- Honesty, patience and a sense of humour
- Knowledge of *Synergetic* database program an advantage
- Knowledge of Teachers Assist (TA) an advantage

Employment Clearances:

- Working With Children check and Department of Education & Training Police clearance required.

General Conditions:

- The Scotch College campus is a smoke-free environment.
- Other general conditions as per the Scotch College Admin and Technical Officers' Agreement.
- Term time position plus additional days, as required.