

# 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:

#### 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
- Assist parents with general enquiries

#### 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

#### 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

#### Orders and Bookings

- Maintain and stock administration stationery cupboard
- Order staff and parent name badges
- Use the Synergetic purchase order system as required
- Order resources as required

## General Administration

- Manage daily student attendance, recording absences twice daily and follow up unexplained absences
- Type/edit/distribute letters on behalf of the Head of Junior School, the Junior School leadership team and teachers
- Co-ordinate Thistle (newsletter) submissions from teachers, proof articles, co-ordinate calendar information, award recipients and upload to Thistle software for marketing department on a fortnightly basis
- Administer co-curricular each term by liaising with teachers regarding their club and associated details, compilation of letters with club details to parents, taking enrolments, setting up spreadsheets for each club and student details, emailing parents of confirmation of clubs, prepare timetable and attendance sheets
- Assist Leadership Team with student school reports (proofing, editing, correcting of teacher comments and uploading to TA)
- Enter co-curricular attendance to TA
- Co-ordinate school excursions/incursions and carnivals (including risk assessments (and other associated information), letters to parents, bus bookings, purchase orders, medical emergency forms, medical kits etc).
- Send global emails to parents and relevant recipients, as required
- Set up teacher/parent interviews that include liaising with teachers and co-ordinating and maintaining their interview schedule and assisting parents where necessary
- Co-ordinate captain elections (compile nominations, create spreadsheet and voting forms. Produce powerpoint for captain's speeches and voting. Count votes and formally inform parents on final outcome
- Assist the Outdoor Education department with co-ordination of camps dates, letters, permission forms and medical information. Co-ordinate and edit paperwork and prepare medication information and spreadsheets and medical kits for camp excursions
- Liaise with catering staff for provision of catering and staff lunches/morning teas as required
- Liaise with JS Canteen regarding events, JPSSA sport and excursions
- Assist with any additional administrative duties as requested by the Junior School Leadership Team or the Personal Assistant to the Head of Junior School.
- Create subject book labels for each class as requested by teacher (beginning of year)
- Maintain the staff Wiki ensuring information uploaded is up to date
- Maintain class lists and upload to the staff Wiki
- Order student Smartriders and distribute to student on receipt
- Liaise with the school nurses and teachers regarding sick boys
- Liaise with admissions with regards to new and leaving students and associated paperwork
- Co-ordinate changes to student and staff details and forward to relevant departments, ie. Admissions or Human Resources
- Assist with management of student diary each year
- Maintain stocks of award cards, excellence awards, letterhead, envelopes, copier paper, laminating pouches and other frequently used item
- Assist PA to maintain stationery cupboard and order supplies when needed
- Liaise with Reprographics regarding paper stocks and printer/copier toner
- Liaise with IT regarding IT issues
- Input student's classes to Synergetic

- Maintain student records and files
- Oversee facility requests and maintenance
- Maintain teacher pigeon holes and overall tidiness of staffroom
- Keep filing up to date
- Liaise with external providers, ie. mouthguards, after school care, dental health nurses, community health nurses and assist and co-ordinate screenings and bookings, distribute letters to parents/packages and process of student charges
- Maintain lost property

### **Assist in the coordination of special events at the Junior School**

(with Personal Assistant to the Head of Junior school)

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|---------------------------------|---------------------|
| - JS Presentation Afternoon     | - Parent Interviews |
| - Staff Christmas Assembly Item | - Orientation Day   |
| - Student-led Conferences       | - IPSHA Events      |
| - Captains lunches              | - Christmas lunch   |
| - Grandparents Day              |                     |

### **Skills and abilities required:**

- Ability to communicate effectively with diverse members of the College community
- Friendliness and professionalism
- Ability to remain calm
- Excellent presentation
- 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
- Conditions as per the Educational Services (Schools) General Staff Award 2010 and the Scotch College Administrative and Technical Officers' Additional Conditions

*Updated April 2016*