

JOB DESCRIPTION

Post Title:	School Secretary and Data Protection Lead
Post Holder:	
Grade:	Grade 3
Reporting To:	The Headteacher
Weekly Hours:	30 hours per week 8.30am-4.30pm Term time only – 190 days / 38 weeks per academic year, TEDs included

Effective Commencement Date: September 2026

Job Purpose of School Secretary:

- The School Secretary plays a central role in ensuring the smooth, efficient and welcoming operation of the school office. As the first point of contact for pupils, families, staff and visitors, the postholder upholds the school's values and motto, Happy Hearts, Open Minds, Bright Futures, through warm communication, professional conduct and high-quality administrative support.

Main Purpose of School Secretary Role:

- To provide full clerical, secretarial support services to the school

General Duties and Main Responsibilities/Tasks of School Secretary Role:

Administration & Office Management

- Manage daily administrative operations to support the smooth running of the school
- Maintain accurate records, files and databases in line with statutory requirements
- To perform general office duties such as preparing letters, reports, responding to emails daily, receiving, administering and dispatching post and arranging transport as required
- Support admissions, attendance and pupil data processes
- Coordinate communication with families via Class Dojo, email and telephone
- Manage incoming and outgoing correspondence, deliveries and enquiries
- Maintain office supplies, equipment and inventories
- Administration of recruitment and other personnel procedures both hardcopy and on SIMS
- Use and manage the computer package SIMS for daily attendance
- Analyse and evaluate data/information and produce reports/information/data as required
- Maintain, operate and review efficient administrative support systems in accordance with approved criteria and resources to meet the needs of the school.
- Maintain the Single Central Record and administer DBS applications and renewal; verify ID for new appointments
- Maintain register of supply teachers and organise cover as appropriate
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfE
- Administer deliveries and receipt of goods
- To deal with all reasonable requests to the office from children and staff
- Administer Personnel files
- Assist with marketing and promotion of the school
- Undertake research and obtain information to inform decisions
- Administration and storage of essential medicines as and when required
- Administer first aid when required
- To undertake any other duties that the Head teacher may reasonably request

Front-of-House & Communication

- Provide a warm, professional welcome to all visitors, families and pupils, providing hospitality where necessary
- Respond to enquiries with clarity, efficiency and kindness
- Uphold safeguarding procedures, including visitor sign-in and ID checks
- Represent the school's ethos in all interactions
- To respect privacy and maintain confidentiality and deal with complex reception/visitor etc. matters

Pupil Welfare & First Aid

- Provide first-aid support to pupils and staff
- Maintain first-aid records and ensure supplies are stocked
- Support children with minor injuries, illness or emotional reassurance
- Liaise with parents regarding pupil welfare when needed

Job Purpose of Data Protection Lead

- To implement, co-ordinate and oversee data protection and compliance
- To be the first point of contact for data protection matters and to channel communications between parties
- To have a good understanding of the key principles of Data Protection

Staff Support

- Assist the Headteacher and staff with administrative tasks
- Coordinate meetings, diaries and school events where required
- Support communication across the school team

n.b. These lists are not exhaustive.

Signed (issued by):

Date:

Signed (received by):

Date: