

**The Prebendal School**

**Job Description: School Secretary**

**History**

The Prebendal School is the oldest school in Sussex and dates back to the foundation of Chichester Cathedral in the eleventh century, when it would have been a ‘song school’ responsible for teaching the choristers. The school is now a co-educational day and boarding preparatory school educating children between the ages of 3 and 13. The school occupies a range of buildings around the Cathedral, from the original fourteenth -century song school to the modern Highleigh building which opened in 2000. Prebendal is a boarding school with full, weekly/flexi boarders and day pupils.

**The Post**

The Head Master of the Prebendal School seeks to appoint a full time School Secretary. This position is regarded as pivotal within the school with a FTE salary of £17,000 to £20,000 pro rata, negotiable depending on the applicant’s experience, IT and communication skills, qualifications and flexibility. This is a full time position during term-time (33 weeks per year) typically working from 8.15am – 4.45pm. Further days during the half- and end-of term breaks (on dayas to be agreed between the incumbent and the school) will be necessary amounting to five further weeks outside of term time. If you would like to discuss the role, please contact the Bursar by e-mail at bursar@prebendalschool.org.uk.

The closing date for applications is Wednesday, February 1st 2017. Applications should be made on the school’s standard Application Form (which can be found on the school’s website), accompanied by a covering letter and either sent to the Head’s PA Lesa Burchell at headpa@prebendalschool.org.uk or delivered in hard copy to the school.

**Person Specification**

* Ability to take responsibility for many of the school’s administrative systems and maintain the school’s professional standards while using them;
* An excellent level of computer competence and confidence.
* The ability to draft, proof-read and edit school correspondence;
* Excellent written and oral communication skills;
* Excellent organisational skills with the ability to prioritise;
* An eye for detail and an ability to ensure that work is undertaken with accuracy;
* Proactive with an ability to work both independently and as part of a team and to stay calm and positive under pressure in a busy office environment;
* A professional outlook, handling confidential information with discretion and tact;
* A sympathy and commitment to The Prebendal School’s aims and values.

**Job Description**

* To act as the school’s primary communication hub by dealing with incoming calls, e-mails and visitors. Replying to all parent e-mail enquiries within 24 hours, even if a holding answer is given. Providing a reception service including greeting and signing in visitors and taking responsibility for deliveries. Dealing with the needs of pupils who may come to the Front Office for help;
* Managing the school’s registration systems (with help from the Gap Students) and ensuring that the school’s registration policies are followed;
* Coordinating the After School Clubs and Activities lists, including registering the children for the clubs, maintaining registers throughout the term and liaising with parents and staff about any absences;
* Maintain the school Staff computer drive and ensure that there is no duplication of information, that files are systematically organised and that there is a consistent archive system in place;
* Typing and disseminating minutes from Staff Meetings, Pupil Voice, H&S , Food Committee meetings and the Anti-Bullying Forum;
* Contributing to the maintenance and updating of the academic areas of the school database (PASS) particularly the Parental areas;
* Contributing to the maintenance and updating of the school website;
* Assisting the Head’s PA in coordinating the school mailings;
* Contributing to the management of the school Google Calendar and helping the Deputy Head to produce the main calendar for each term. To take a proactive role in the management of school events, by looking ahead in the school calendar to anticipate any requirements and reminding staff about any upcoming event;
* In conjunction with the Head Master’s Secretary, liaising with prospective and new parents;
* General Office duties, including: a high level of computer use which could include database administration, using desktop publishing packages and basic website administration; photocopying; dealing with messages and liaising with staff and parents;
* Contributing to the management of the school trips, by receiving and collating permission emails and paperwork;
* Coordinate the match lists and ensure that the school’s registration policies in regards to matches are being followed;
* Liaise with Catering and Boarding departments to manage meal bookings;
* Managing the school’s driving schedule;
* Assisting in the general administration of the school and liaising with the other administrative staff;
* To order any gifts, flowers or prizes where appropriate;
* Maintaining the stocks of the Pupils’ reward badges and liaising with the Deputy Head for any requirements;
* Supporting and covering other administrative staff and any other duties as required by the Senior Leadership Team.