



KNIGHTSBRIDGE SCHOOL

School Secretary

Hours:	Full time, 7.45am – 5.00pm
Direct Supervisory Responsibility for:	None
Indirect Supervisory Responsibility for:	None
Important Functional Relationships:	
Internal:	School Finance/Admin team, Receptionist, Head, School Management Team, School Staff, Directors, Pupils Parents and Visitors to the School

External:

Main Purpose of the Job:

To provide administrative and organisational support to ensure the smooth running of the school

Responsibilities:

1. School Calendar and Diary – collate the termly printed school calendar and arrange for its printing and distribution; manage the electronic School Diary ensuring that it is a complete and accurate record of all school activities events, fixtures and trips.
2. Event and Meeting Management – Overview of all school events and meetings and delegate responsibilities to other members of the team where appropriate. E.g catering, room layout and sending invitations.
3. Assist with organising transport for fixtures and external events.
4. General administration – provide support to the academic team and answer day to queries from parents and other third parties.
5. Keep records of all communications sent out to parents.
6. Information Management – keep all pupil records up to date on the school's MIS; ensure that leadership team has up to date information for staff individual timetables, class timetables, all parent contact information; validate information as necessary

7. External Liaison – liaise with external providers including staff at St Columba's and St Saviours.
8. Ensure the office and reception area are tidy and welcoming
9. Attend school functions as required by the head
10. Assist with first aid as required (First Aid training will be provided).
11. Carry out other duties as required by the Head.

Specification

Education & Qualifications

Educated to A level or equivalent

Graduate preferred but not essential

Knowledge & Experience

Excellent proficiency with IT, including MS Office and ideally experience with a school MIS or similar

At least 3 years work experience in a busy administrative role

Experience in a prep school preferred but not essential

Skills and Attributes

Excellent multi-tasking

Comfortable being interrupted during tasks

Excellent oral and written skills

Customer service attitude

Pleasant and confident manner with others

Team player, able to work with others

Quick learner and mentally agile