

THE KING'S SCHOOL IN MACCLESFIELD



FULL-TIME SCHOOL SECRETARY

FURTHER DETAILS AND PERSON SPECIFICATION

School Secretaries play a pivotal role in ensuring the smooth running of King's. They offer support to pupils and parents, often acting as the initial point of contact for a host of routine and administrative matters. Secretaries also support members of staff with organisational and administrative tasks, the precise delineation of which may change over time.

Secretaries may be expected to work across any of the school's three Divisions, and may be required to fill in for colleagues as appropriate. As such, a high degree of flexibility will be required. The appointed candidate will need to be involved in all aspects of running an efficient office.

PERSON SPECIFICATION

The post would suit an experienced and adaptable secretary with good attention to detail, organisational skills and strong communication skills. The successful candidate is expected to work full-time.

Candidates should be able to give evidence of:

- excellent communication skills;
- a high degree of personal organisation and efficiency;
- the ability to build rapport with pupils, parents and staff;
- experience of Microsoft packages; and
- an interest in and enthusiasm for the school and its pupils.

THE ROLE

This is a customer-facing role that requires commitment and strong organisational skills. The post holder will be required to work collaboratively with many members of the teaching and support staff.

The key duties and responsibilities of School Secretaries are many and varied. They will include the responsibility:

- To undertake reception duties with respect to answering the phone, welcoming visitors and assisting with other administration;

- To monitor the computerised pupil registration process, remind staff of unauthorised absences and collate figures for the DfE and other returns;
- To assist with the organisation of key school events;
- To provide administrative support to the teaching staff in producing up-to-date pupil records, form lists, etc;
- To attend to any queries at the pupil counter and assist in the signing in and out of pupils;
- To liaise between parents, staff and other agencies by telephone or in person;
- To process incoming and outgoing post and mailings;
- To assist with basic first aid (e.g. provide plasters) and escalate issues to the School Nurses;
- To support open events, tours, examinations, welcome evenings, etc;
- To assist with the ordering of stationery, control stock and supply same to staff;
- To assist with reprographics as required;
- To provide general office assistance and cover as required, as well as other duties as requested.

GENERAL INFORMATION

The role is subject to different pressures at various times of the day and year. At busy times, a high degree of teamwork and flexibility are needed. All post holders must have a welcoming and pleasant manner; including on the phone as switchboard cover is an essential part of the role.

THE VACANCY

This is a full-time post and is required as soon as possible. The role is based in the Foundation's Main Office, providing support for the Sixth Form Principal and Foundation-wide administration.

The appointed candidate will be expected to work as part of a team, but will also be able to work independently and show considerable initiative.

SALARY AND CONDITIONS

The post of School Secretary involves working 37½ hours per week. Core working times will be Monday to Friday between the hours of 8.30 am and 5.00 pm with a one-hour unpaid lunch break on each of these days (we may consider some flexibility in the core hours for the right candidate). In addition, the post holder will be required to work reasonable additional hours as necessary, as the demands of the job require, including some welcome evenings. Work in the evenings, with agreement from the Principal, will attract an equivalent period of time off in lieu. School Secretaries are required to maintain a code of confidentiality commensurate with the role.

The salary for this post will reflect the responsibilities involved, the hours and the experience of the appointed candidate. Flexible working, including work in the school holidays and evenings will be necessary in fulfilling this challenging and

rewarding role. The salary will depend on relevant experience and qualifications, but is likely to be in the range of £17,419- £18,263 based on a ⁴⁸/₅₂-week contract. The successful post holder would be entitled to additional holidays pro rata'd based on the contract type, on top of the four weeks contracted out time, mandatory four Christmas shutdown days and all Bank Holidays. A contributory pension scheme including life assurance is available.

The school has a strong commitment to professional development and it is a condition of employment that all members of staff participate in any scheme of appraisal, review and professional development currently operating in the school. Children of members of staff, subject to passing the entrance exam and the availability of places, may be educated at King's with a substantial discount from the Junior Department to the Senior Divisions.

We are a non-smoking establishment and an equal opportunities employer. We value diversity among pupils and staff and encourage applications from all individuals regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates should note that all appointments are subject to a routine check with the Disclosure and Barring Service.

APPLICATIONS

If you wish to discuss the post, informally, please speak to Richard Davies, Principal of the Sixth Form Division (01625 260000). Your completed Application Form should be sent to Human Resources (staffvacancies@kingsmac.co.uk) as soon as possible, so that we receive it no later than **9.00 am on Thursday 30th September**. The school prefers the form to be completed electronically. It is available from the school's website: www.kingsmac.co.uk.

We hope to interview for this post during the week commencing **Monday 4th October**.

Thank you for your application and for your interest in the King's School. We regret that we can only write to those candidates short-listed and are unable to provide tours of the school until the interview stage. If you have not heard from us within two weeks of the closing date, please assume that your application has been unsuccessful.

Human Resources
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