



BEESTON HALL SCHOOL

JOB DESCRIPTION - SCHOOL SECRETARY

PERSON SPECIFICATION

The School Secretary works in the Reception Office of the School, greeting visitors, assisting with administrative tasks outlined below. It is a vital, varied, front-facing role, which requires the ability to multi-task, work flexibly and assimilate and handle information quickly, with calm efficiency. It demands an excellent telephone manner, and computer skills to undertake office administration using a range of software, with experience/knowledge of school operations, marketing and PR, a definite advantage.

The position requires discretion, trust and sensitivity towards children, parents and staff since the post-holder will be party to sensitive information.

MAIN DUTIES AND RESPONSIBILITIES

Reception – the communications ‘hub’:

- To be a permanent, reassuring presence in the School Office
- Meet, greet, sign in and settle visitors, fetch refreshments, accompany them as necessary
- Check and reply to all emails to the office. Co-ordinate staff emails to parents and set up mailing groups for activities, clubs, music and year groups;
- Communicate messages to and from parents and pass on to the appropriate staff or child/ren and direct all calls to and from outside agencies and the wider community.
- Answer queries about sports fixtures, school calendar, upcoming events.
- To make and receive telephone calls, transfer calls, deal with queries, refer callers to the appropriate person or department, take accurate messages and ensure these are passed on without delay.

Registration – statutory duties

- **Register** - to log notifications of pupil absence and place them in relevant register. Check the register and record any absences etc. Prepare lists for sign out. Make a note of boarders, supper, off-games etc. This requires careful checking of the registers twice daily, following up absences in accordance with our policy.
- **Pupil Records** – to maintain accurate and up to date filing of all pupil records, setting up new files as required and archiving leavers’ files.
- **Managing Overseas Pupils** - liaising with the overseas parents and organising transport and arranging visits for the children at exeat. Responsible for managing passports, transfer arrangements, tickets, visas and money for overseas pupils.
- **School Management System** – to be familiar with all aspects of our SMS (iSAMS) entering current pupil data, admissions, leavers, staff details. Updating profiles.

- Liaising with iSAMS to customise lists etc. Managing the online diary for pupil absences, trips, minibus bookings etc.
- **Half Term / End of Term** - Checking and emailing assessments and termly reports and filing PDF copies.
- **Newsletter** - (compiling photos for content), entering onto 'create-send' website and sending out. Also ensuring distribution lists are kept up to date.
- **Pupil Charge-backs** – assisting Office Manager with chargeback forms to ensure they are complete and submitted to the PST.
- **Daily Diary** for the Link
- **Mail** - daily posting of letters / parcels morning and night
- **Compilation** of all lists after term finishes/before beginning of term
- **Transporting** children (occasionally) in school car to doctors, dentist, etc
- **Regulatory matters (ISI); ABRSM Music Entries and other examination entries; annual ISC census** – responsibility for collating and uploading necessary information in good time
- **Miscellaneous** - to undertake general administration and photocopying as requested by staff. Mailing to parents, Coordinating school bus runs, CME and CTF records. Maintaining photocopier, clearing jams, toner, waste-toner etc. Ensuring adequate supplies of paper, toner and staples. Franking machine, adding funds and ensuring ink and label supplies are maintained. Arranging the whole school photograph. Assist with names etc for team photographs. Paperwork for school minibuses etc. Booking hotels etc. for school trips

GENERAL RESPONSIBILITIES

- It is important that all members of the Beeston Hall staff are flexible and prepared to undertake other duties as appropriate to the skills of the post holder in order to maintain the efficient running of the school.
- To become familiar with and use any relevant computer systems and software as required for the duties of the post.
- The post-holder will attend relevant training as identified by the School to meet the requirements of the School. It is expected that the knowledge and skills acquired from attendance at such training will be shared and applied within the team as appropriate.
- The post holder is expected to comply with the statutory provisions of health and safety at work legislations and School policy and to always work in a safe manner and not to put themselves or others at risk.
- The post holder is expected to dress smartly (that is no jeans, trainers, revealing or in other ways 'inappropriate' clothing).
- It is a requirement that all employees of the School maintain confidentiality of information acquired in the course of undertaking their duties here.
- To support the School's core ethos and values.

Hours: 8.15 am to 5.00 pm Monday to Friday with a rota to cover occasional Saturday mornings (term-time only) 8.30 am to 12.30 pm.

8 weeks annual holiday (pro rata) to be taken during the school holidays, in agreement with the Bursar.

Joining the Beeston Hall team requires a full commitment; it is a vibrant working community which is fulfilling and can be great fun. On appointment, a new member of staff is provided with a mentor and, for the duration of their first year, is supported by our induction process. The school supports an active CPD programme and career development.

About the School:

Beeston Hall School aims to provide boys and girls, aged 4 – 13, with the best possible education. The School is set in 30 acres on the beautiful North Norfolk coast, just ten minutes' walk from the sea and surrounded by 700 acres of National Trust land. There are excellent modern educational facilities, a library, a music school with 12 practice rooms, a dedicated art school, ICT suite, an indoor shooting range, sports hall, an outdoor swimming pool, full size AstroTurf, floodlit all-weather area and extensive playing fields. The school has 172 pupils, with approximately a third as boarders. All pupils are encouraged to take part in a wide and exciting range of extra-curricular activities.

Salary: Negotiable, according to experience and other potential benefits will be discussed at interview.

Benefits: Meals are provided to staff undertaking a duty in the Dining Room. A 50% remission on fees are available for full time staff wishing their child/ren to enrol in the school.

To apply please submit a short handwritten letter of application alongside a completed application form.

Closing date for applications: 5.00 pm **Wednesday 14th May 2025**

Interviews: Week commencing: **Monday 19th May 2025**

For further information please contact: Mrs V Farnell, Beeston Hall School, West Runton, Cromer, Norfolk NR27 9NQ. Tel: 01263 837324, E-mail: vfarnell@beestonhallpst.org

Beeston Hall is part of the Prep Schools Trust, Cothill House, Abingdon, OX13 6JL. Registered Company No. 961616. Registered Charity No. 309639 and is committed to safeguarding and promoting the welfare of children and young people. and expects all staff and volunteers to share in this commitment. The successful applicant will be subject to an Enhanced Disclosure via the Disclosure and Barring Service. Beeston Hall School is an equal opportunities employer and accepts applications from all sections of the community.