



## **SCHOOL SECRETARY AND ADMISSIONS REGISTRAR**

### **Job Description**

**Located:** Stubbings, Maidenhead

**Salary:** £20,000 pro rata – 38 weeks per year

**Start date:** April 2018

**Reporting to:** Head and Finance/Compliance Manager

**Hours:** 35 hours per week - term time only

### **ABOUT US**

Founded in 2015 Beech Lodge School is a very small, thriving independent, special school in Berkshire for pupils aged 7-17, who may have been failed by mainstream education and have needs that are difficult to meet in a conventional school setting. We have recently moved into brand new purpose built state-of-the art premises and we are looking to expand our staff team.

### **Secretarial**

- Reception duties
- General PA/secretarial duties for Head and Proprietor ie diary maintenance, appointments
- Answering telephone calls and email enquiries
- Opening and distributing post
- Stationery orders, stock control
- Attend and minute Board and SLT meetings
- Be a point of call to administer first aid to pupils where necessary after relevant training
- Attend in service training, staff meetings and conferences as appropriate
- Maintain complete confidentiality at all times of any information concerning trustees, staff, pupils and parents that may be required in the course of work
- such other duties as deemed appropriate to meet with the evolving needs of the school

### **Admissions**

- To be the first point of contact for all prospective parents and pupils requiring information about the school

- Deal with specific enquiries about admission to the school
- Receive and process school new starter checklists
- Arrange visits for prospective parents and pupils
- Arrange for prospective pupils to spend the day in school and undertake assessments
- Obtain, chase and process all information required to complete entry process.

**Schoolbase Administration, Data co-ordinator and Pupil Records:**

- Keep filing of new and prospective pupils up to date
- Update of the Admissions register, class lists etc on a regular basis
- Input and constant update of pupil information on the Schoolbase database
- General upkeep and upgrade of the Schoolbase System

**Other:**

Any other duties required by the Headteacher, Proprietor and Finance/Compliance Manager which is within the scope of this post.

To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.

To promote the safeguarding of children

To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.

To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner

**Person Specification:**

- Excellent inter-personal skills and pleasant telephone manner
- Excellent ICT skills (Word, Excel)
- Good level of education and qualifications
- Experience of Admissions/School database systems (SIMS, Schoolbase etc) and working in a school is desirable although training will be given.
- Ability to work well under pressure
- Initiative, drive and enthusiasm
- Flexibility
- Sense of humour

*Beech Lodge School is an equal opportunities employer and committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. A DBS check at an enhanced level is required for the successful applicant.*