



Lower School Secretary

Responsible to:	Head of the Lower School
Job Specification:	To provide administrative, secretarial and teaching support to the Lower School
Duties and Responsibilities:	<ul style="list-style-type: none"> • To provide administrative support for the Lower School and carry out administrative tasks at the request of the Head of the Lower School. • To provide secretarial support to the Head of the Lower School and help in the smooth running of the section. • To assist with the budget and the ordering and distribution of resources if required. • To participate in meetings within and outside normal school hours and take minutes as required. • To be flexible in approach, undertaking different tasks as required. • To deliver messages to staff and boys throughout the Lower School building. • To maintain confidentiality of information received. • To attend major school and departmental events such as Open Day, parents' evenings etc. and provide support as required. • To promote the good name and reputation of the School.
Key Skills – Knowledge of:	<p>Microsoft Office, in particular Word, Outlook and Excel. Minute taking. Exceptional PR skills when dealing with parents, children, staff and others. High energy levels necessary to cope with the physical demands of the building.</p>
Hours of Work:	<p>8.30am-4.30pm Monday to Friday All INSET Days Open Day This is a part-time post requiring a total of 36 working weeks.</p>
Holiday:	Holiday must be taken outside term-time. Statutory holidays will not be working days. The working week requirement overlaps the start and finish of the school term; dates to be in consultation with the Head of Lower School.