

Senior Secretary

Department: Children, Young People, Education and Skills

Section: St Martin's School

Reports to: School Business Manager

JE Ref: CYP1195

Grade: CS06 **JE Date:** 07/12/2023

Job purpose

To support the Director's Personal Assistant in providing a confidential, comprehensive and efficient secretarial and administrative service to the Director, Minister and Senior Management Team.

Job specific outcomes

Undertake confidential copy and audio typing of letters and reports deciding on priorities and ensuring accuracy of finished work. Maintain confidentiality of highly sensitive personal information to ensure compliance with data protection requirements.

Provide first point of contact by telephone service by receiving and screening calls for the school to ensure their right to information or visits to the premises and escalating any concerns as appropriate. Manage the arrivals and departures to the school including the gate entry system, car park barrier and electronic check in device. Provide first point by face-to-face contact, email and managing diaries. Deal with enquiries where possible, or redirecting as necessary.

Liaise with a wide range of people such as schools, parents, sponsors, advertisers and printers to support the work of the section. To liaise and work closely with the school Caretaker on booking maintenance procedures and logging queries on Concerto.

Reply to routine matters on behalf of the school management team and prepare draft letters for signature and provide an efficient filing and photocopying service. Make travel arrangements and hotel bookings where necessary.

Undertake specialised typing requiring specific layout and terminology, as required, for presentations, meetings and publications.

Establish and maintain administrative, information and database systems to ensure the effective and efficient dissemination of information and functioning of the section, including JD Edwards and the Human Resources Database. To ensure that all stationary and resource requirement are maintained to the required levels and reorder when stocks are low.

Maintain accurate records of the section's budget by processing orders, checking receipt of goods and checking and passing invoices for payment, to provide the Line Manager with up-to-date information of funds available.

Prepare agendas, arrange meetings, organise meeting rooms, collate and distribute meeting notes, background information and other documents as necessary. Attend meetings and produce accurate and concise minutes and action notes as appropriate.

Undertake photocopying, scanning, filing, laminating and binding tasks as necessary.

Process all enquiries and applications for Sports Grants and school leave (over 10 days) received by the section in accordance with set procedures and policies.

To undertake any other reasonable request of the Senior Leadership Team.

Statutory responsibilities

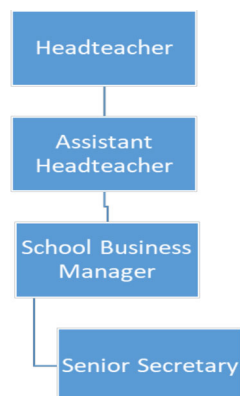
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure

Government Departments



Organisation chart



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<p>The post holder should have a good standard of education, particularly in literacy and numeracy, be educated to a minimum of GCSE Level or equivalent.</p> <p>An experienced secretary with administrative and organisational ability.</p>	Book keeping skills are also required.
Knowledge	Good knowledge of the work of all sections within ESC is required along with a knowledge of corporate policies and procedures.	
Technical / Work-based Skills	Excellent Information Technology skills are essential, especially in respect of Word 2010, Excel, PowerPoint and Publisher, together with knowledge of other office equipment.	
General Skills/Attributes	The post holder must be able to work on their own initiative and utilise knowledge acquired about	

	The ability to judge priorities and act accordingly in a busy environment and to deal diplomatically with a wide range of people is essential.	
Experience		

Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.