**JOB DESCRIPTION**

**ASSISTANT SENIOR SCHOOL SECRETARY (Temporary)**

(Fixed-Term contract from mid-August 2025 to December 2025

The normal working hours for this role are 8:00am-4:00pm.

**Main duties and responsibilities include:**

* To work jointly with the Senior School Secretary, maintaining online School Registers chasing pupil attendance.
* First point of telephone contact for parents, managing communications with a range of stakeholders
* Maintaining key records, trips paper-work, telephones and first-aid kits.
* Supporting role in chasing replies to telephone and email queries.
* Communication with parents either in person, email or telephone
* VLE administration – production and maintenance of online letters and digital forms for the School’s online portal and SchoolPost.
* Attendance monitoring and coordination of weekly detentions
* Dealing with pupil queries throughout the day
* Maintaining iSAMS database.
* Being supportive of school pupils.
* Managing order marks and detentions
* Preparation of exam trays, exam re-sit’s and mock exams.
* Maintaining statutory notices in every room in the School
* Responsible for ordering stationary and maintaining stock
* Assisting teaching and other staff with administrative and other tasks, including Duke of Edinburgh and Clubs.
* Assisting PTA with Christmas Fair and other events
* Supporting the organisation of School photographs
* Supporting the responsibility for pupils’ medication and health records
* Jointly with the Senior School Secretary, responsible for first aid in the office (training will be given)
* Attending general staff and support staff meeting.
* Taking care of girls who are ill or have had an accident
* Exam Certificates – checking and preparing for circulation and distribution.
* Accident reporting.

**Person Specification**

The successful candidate(s) will be able to demonstrate that they are:

* Someone with past experience of working in administration, preferably within a school.
* Able to carry out a wide range of administrative duties
* Reliable
* Efficient
* An excellent communicator both verbally and in writing
* Have excellent IT skills with a good working knowledge of packages used in an office environment with the ability to use school specific software
* Diplomatic and tactful
* Able to sustain confidentiality in sensitive situations
* Sensitive to the needs of others
* Competent in all the necessary skills to fulfil the requirements of the job
* Able to work under pressure
* Able to work as part of a team which includes teaching, administrative and ancillary staff
* Able to take initiative
* Appreciative of the Queen’s Gate ethos and values
* In possession of an excellent sense of humour
* Committed to safeguarding and promoting the welfare of children and young people
* From time to time, all administrative staff may have to cover for other administrative staff and so an adaptable mindset and keenness to learn beyond their immediate remit will be essential.

The person specification is not necessarily a comprehensive definition of the post, nor does it specify how time will be apportioned between tasks. The post holder may be required to carry out other duties, not included in the person specification, as is reasonably required by the Principal from time to time. Overtime is not usually paid.