



## EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

**Job Title:** Secretary

**School:**

**Grade:** [Single Status 6 or 7](#)

**Responsible to:** Headteacher

### **Purpose of the Role:**

To provide a secretarial service for the Head of School/Headteacher and to ensure appropriate administrative procedures are undertaken. To act as a first point of contact with parents, agencies and all visitors to the school.

### **Key tasks:**

1. Deal with email enquiries, answering telephone and relaying messages to staff and pupils, to screen Head of School / Headteacher from routine enquiries, to arrange appointments.
2. Dealing with visitors, providing hospitality where necessary and referring on to appropriate members of staff when needed. Providing a sympathetic and patient ear to parents contacting the school, providing general information as requested.
3. Minute meetings as required.
4. Sort incoming mail and despatch outgoing mail.
5. Word-process and produce all school documentation required by the Head and, where appropriate, other members of staff.
6. Ensure that all school pupil and staff records are maintained in an orderly manner, reviewing arrangements as appropriate, and being responsible for confidentiality and security. Maintain other index and filing systems as required.
7. Maintaining the Single Central Record (SCR) and processing DBS checks.
8. Ensure class registers are completed daily and absences recorded following school protocol.
9. Administer all correspondence, paperwork and other clerical duties required in respect of the school's relationship with the local education authority.

10. Liaise with the Head of School/Headteacher to secure supply cover for teacher and teaching assistant absences. Record all staff absences on Arbor.
11. Liaising with Head of School/Headteacher and Health and Safety Administrator regarding premises.
12. Photocopy, scan and reproduce documents as and when required.
13. Liaise with Area Health Authority regarding medical/medical checks, organising pupils' attendance within school.
14. Book staff training when required.
15. Maintain the school calendar.
16. Maintain procedures for admission and withdrawal of pupils from the school.
17. Check and replenish stationery stock.
18. Organise and maintain free school meal records, liaising with parents, kitchen and County Hall.
19. Organise and book school visits and transport as required.
20. If required, supervise admin staff in the school office.

**Progression/appointment to Single Status 7 is dependent on a progression/appointment opportunity being advertised and these additional duties being required:**

21. Organise and co-ordinate the letting of the school premises, in liaison with the headteacher, caretaker and hirer.
22. Supervise all procedures for the administration of dinner money, school fund, school invoices, petty cash and the operation of the LMSS budget. To act as a signatory on all school accounts.
23. Complete and dispatch all required forms including details of supply cover, county returns etc. To check and supervise the preparation, distribution and filing of all annual review documentation.
24. Following staff advertisements, arranging informal visits, providing application forms and job descriptions for prospective applicants.

## PERSON SPECIFICATION

### **Essential key skills, abilities, knowledge, experience, values and behaviours**

- Ability to organise own workload and demonstrate strong initiative
- Ability to show sensitivity and objectivity in dealing with confidential issues
- Ability to work in an organised and methodical manner
- Ability to develop efficient record keeping systems
- Ability to produce accurate and up-to-date records and reports as required
- Ability to respond proactively to unexpected problems and situations
- Ability to communicate with a range of audiences including other employees within the school, governors, pupils and parents
- Able to converse at ease with customer and provide advice in accurate spoken English
- Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date
- Knowledge of the work of a school
- Knowledge of, or willingness to learn a range of computer applications including Word, Excel, Arbor and Sway
- Knowledge of school policies including Child Protection, Health & Safety and Equal Opportunities
- Experience of producing documents of a high standard
- Experience of undertaking a range of clerical and administrative duties, including data input
- Ability to demonstrate commitment to Equal Opportunities
- Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge

### **Desirable key skills, abilities, knowledge, experience, values and behaviours**

- Previous experience of working in a secretarial capacity
- Previous experience of working in a school

**Document version control:**

Date created/amended: March 2026

Name of person created/amended document: Heidi West

Job Evaluation Reference:

### Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes
Working with children/vulnerable adults	No
Moving & handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	No