

# JOB VACANCY

## School Secretary

- The role of a school secretary encompasses a variety of responsibilities that are crucial for the smooth functioning of an educational institution.
- Being the face of the school, the school secretary serves as the primary point of contact and embodies the school's values and ethos to pupils, parents, staff, and visitors.
- This involves building and nurturing strong relationships with all stakeholders, ensuring effective communication and fostering a welcoming and inclusive school environment.
- Additionally, maintaining the school database is a key responsibility, which requires meticulous attention to detail to ensure accurate and up-to-date records of students and parents information.
- Furthermore, supporting the admin team with various administrative procedures is essential for operational efficiency, involving tasks such as organising schedules, managing correspondence, and coordinating events and any other ad-hoc duties that may arise. Together, these responsibilities contribute to a harmonious and well-organised school community.

*Reporting to the Head of Administration, essential criteria includes:*

- *Communication: Good verbal and written communication skills*
- *Organisation: Well organised and able to prioritise tasks*
- *Flexibility: Able to manage multiple tasks at once and adapt to change*
- *Initiative: Proactive and self-motivated*
- *Attention to detail: Accurate and able to maintain confidentiality*
- *Teamwork: Able to work well with others and be a flexible team member*



Appleford is a highly successful co-educational day and boarding school for pupils from 7 to 18 years, set in the beautiful Wiltshire countryside in the village of Shrewton, just off the A303. The school has been providing the highest quality teaching for pupils with dyslexia for over 25 years.

- Full Time or Job share
- Term time only + an additional 2 weeks

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will require an Enhanced DBS Check and subscribe to the Update Service.



Contact below to apply



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applefordschool.org

- *Customer service: Able to greet visitors and answer phones*
- *Problem-solving: Able to deal with challenging situations*
- *Computer skills: Proficient in using software including Microsoft Office*