

## Job Description

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**Job Title:** Senior School Secretary

**Reporting To:** Business Manager

**Working hours:** Part time – term time

### Checks:

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding - Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to Children's Social care and/or the Local Authority Designated officer

### Working with us

Achieving more than you believed possible – that's what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us

Since Cognita's launch in 2004, we've built an international network of 64 schools that serve some 30,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia.

Cognita's international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

### Job summary

To provide an efficient, comprehensive, secretarial service to serve the school's overall aims and objectives; ensuring staff, parents, pupils, visitors and third parties receive a personalised and professional experience.

### Key Responsibilities

- Provide efficient and effective secretarial support to senior staff within agreed timelines.
- Typing and distribution of all correspondence.
- Accurate and efficient management of all schoolcomms ensuring prompt communication
- Assist with the smooth operation of school events e.g. open days and parent evenings
- Ensure all school, staff and pupil data is maintained correctly and up-to-date
- Ensure the prompt delivery of all messages between staff, pupils and parents
- Liaise with external sports coaches and peris staff and external organisations
- Process all incoming/outgoing post, telephone enquiries and senior correspondence
- Undertake all reasonable requests for photocopying, within the agreed policy
- Provide administrative and backup support where necessary facilitating a one-team approach

- Undertake ad hoc projects as and when required.
- Respond to informal, reasonable requests within your skill/capability

The above is a non-exhaustive list and subject to variation in line with the needs of the business

### **Principal working relationships**

#### **Internal**

- Principal
- Business Manager
- Colleagues
- Teachers

#### **External**

- Parents

### **Person Specification**

#### **Qualifications / Experience:**

- Overall office/administrative skills

#### **Personal Qualities:**

- Good interpersonal skills, with the ability to liaise with all members of staff, contractors and visitors
- Good team member, aware of the needs of others
- Flexible approach to working hours and duties where appropriate

### **Remuneration**

- Competitive Salary
- Contributory Pension Scheme
- Professional development
- School fee discount