

Sligo Grammar School

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SCHOOL ADMINISRATOR

The School Secretary/Receptionist is a member of the Administration Team of Sligo Grammar School. The role reports directly to the Headmaster and/or Deputy Principal.

The type of person who will fare best as a school secretary is one that is people oriented, has very good IT skills, can multitask, understands secretarial duties, and is highly organized.

The school secretary has to complete work in a timely manner to meet deadlines and schedules of Headmaster, Management, Teachers, Students and events. All members of the Administration Staff are responsible for sharing information in an efficient, confidential, co-operative and friendly manner, as appropriate, to all sections of the School.

All members of the Administration Staff team in the school may be engaged in the range of duties as directed by the Headmaster/School Management. Further to this, each member will have specific responsibilities which will be assigned or changed to provide a full spread of support across the team. Flexibility, skills and team fit, is a key requirement for the position.

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| Position Title | School Secretary/Receptionist/Administrator |
| Responsible to: | Headmaster |
| Reports to: | Headmaster |
| Overview | <ul style="list-style-type: none">To provide clerical, administrative and frontline support to the school. |
| Main Objective | <ul style="list-style-type: none">To provide clerical and administrative support to the Headmaster.To support the Deputy Principal, Staff and Students as appropriate.To work as part of the team of administrative staff who provide the full range of reception and administrative functions in the school.Liaise with all members of Staff, Parents and Visitors.Undertake D.E.S. Returns (VSWare)Medical Welfare of students |
| Key Skills | <ul style="list-style-type: none">Able to work as part of a team.Able to facilitate an activity or process with effectiveness and courtesy.Able to work with frequent interruptions and time restraints.Manage and organize information received in the office.Adhere to rigorous student and staff confidentiality protocols in all circumstances.Confidence with using computer packages such as Word, Outlook, Excel, Publisher and other editing programmes. |
| General Job Specification | <p>General Office Management</p> <ul style="list-style-type: none">Maintaining a tidy, organized office/admin area. |

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| | <ul style="list-style-type: none"> • Ensure that the school office operate in a consistently organised manner every day. • Operate office equipment such as Computer, fax machines, copiers, and school phone systems. • Arranging service of the school photocopying machines for teachers. • Maintaining/ordering stocks of office stationery and general office supplies. • Maintain filing system with a high degree of accuracy to ensure easy location of documents and files as required. • Ensure that the filing systems and documents of the school office are up to date and GDPR compliant (including identification of files for shredding and archiving etc.). <p>Reception</p> <ul style="list-style-type: none"> • Responding to all enquiries of students, teachers and staff within the school. • Front line greeting and management of all queries of all visitors to school. • Front line greeting of regular visitors to school e.g. School Inspector, NEPS Psychologist, Sports Coach, Guest Speakers, Book Reps and redirect to Principal, Post Holder, Staff Room etc as appropriate. • Handle visitor inquiries, and direct them to the appropriate person according to their needs. • Greet visitors and guests for functions and events. • Organize tours of school for prospective students and their parents/guardian. • Front line phone answering: Act as first point-of-contact, transfer calls as appropriate to Headmaster, Deputy Principal, Staff Room, Co-Ordinators and other offices, or take messages and distribute to relevant teachers, staff member or student. • School post, packages, newspapers and other deliveries; Receiving, signing for, sorting and distributing as appropriate. • Management of Documents received: Letters, Applications and Registration, General Queries, State Examination Administration Forms and Documents. <p>Administration</p> <ul style="list-style-type: none"> • Management and administration of the VSware system • Compile Student Lists from VSware that are available to teaching staff: e.g. Class Lists, Fire Drill lists etc • Update general information that is available to parents/guardians: Book lists (in consultation with class teachers), Uniform lists (inline with any changes in Uniform Policy), Academic Calendar (in consultation with Headmaster/DP). • Prepare, enter and mark attendance lists for school activities on VSware. |
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| | <ul style="list-style-type: none"> • Create and manage Term Report Templates on VSware to enable Teachers to enter Exam Results, Teacher Comments and CBA results. • Maintain and oversee all record keeping for students and staff on the school Administrative System (VSWare) and PPod system. • Update student placement in VSware teaching groups in consultation with the DP or Coordinators. • Abstracting and summarising information from VSware • Assist Parents with their log on issues to VSware. • Managing Student Academic Records (House Exams and State Exams), Staff Employment Records, in a secure and methodical manner. • Updating all school administration databases, paper files and computer files. e.g. contact details for Board Members, Guest Lists etc. • Locating and copying student records and documents as requested. • Management of the enrolment and transfer process for students into the school, management of the application forms, database and responses, and the processing of all forms in relation to enrolment, communication with feeder national schools and processing of student passports etc. • Management of the Foundation Scholarship Entrance Exam. • Coordinate appropriate documents for communication between schools and with the Department of Education and Skills. • Complete forms in accordance with school and DES procedures, following education legislation. • Assist with the completion of the September and October returns to the DES. • Administrative tasks as required by teachers e.g. notice of class events, fundraisers, sports events to go on VSware Noticeboard, Supersign TV, sent as texts or emails. • Update school Evacuation plan and maps. <p>Secretarial</p> <ul style="list-style-type: none"> • Act as secretary to the Headmaster and assist the Headmaster with the preparation of various school documents such as memos, letters, reports, forms, texts and emails. • Arrange appointments and maintain a schedule for the Headmaster or designee and assigned staff. • Prepare Headmasters office for meetings including organizing appropriate refreshments, cleaning etc • Type contracts and other employment/HR related materials as directed by the Headmaster. • Support the interview process for staff - e.g. advertise the position, create job specifications, communicate with applicants re interviews, etc. • Downloading and printing Circulars or Forms from DES website, as required by Headmaster. • Phoning parents/guardians at request of Headmaster • Filing of DES Form. |
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- Managing the eVetting process for all staff.
- Preparing/Photocopying Documents for Board Meetings as requested.
- Assisting with the School Policies (Typing, printing, organizing).
- Set-up, amend and use group texts for contact e.g. emergency school closures, reminders of parent/teacher meetings etc
- Prepare sign in sheet for all school staff meetings.

General Secretarial Duties

- Complete tasks as appropriate in an economical and time-sensitive manner.
- Liaise with Teachers, Staff, Kitchen, Accounts, Facilities, Coordinators and Matron.
- Liaison between the community, the school and other internal and external groups/individuals.
- Provide standardised letters as requested by parents/guardians e.g. confirming a student is enrolled in the school
- Signing and stamping Social Welfare Forms for Parents/guardians e.g Child Benefit Forms etc
- Assist with the planning, advertising and management of school events such as Parent/Teacher Meetings, Mock Interviews, Open Day, Prize Day, Remembrance Service, Carol Service, 1st Year Induction Day, Information Evenings, Valedictory, Special Services, Alumni and Parent's Association Fundraisers and Events.
- Updating the School Booklets, Boarding, First Year, TY, 5th Year Subject Choices and staff induction booklet.
- Compose/type/create/photocopy and distribute a wide variety of documents such as General Information, Invitations, Posters, Booklets, Signs, Notices, School Stationary, and Orders of Service.
- Preparing documents for the post.
- Manage the office petty cash and postage stamps.
- Make phone calls as appropriate.
- Ensure email best practices and coordinate the flow of information both internally and with other organizations.
- Make copies of correspondence and other printed material as required.
- Generate statistical reports and summaries of information from databases. e.g. Leaving Cert Results
- Daily maintenance of office photocopier and printers (filling with paper, releasing paper jams, replacing toner cartridges etc).
- Perform any duty or responsibility that are within the scope of employment, as assigned by the Headmaster or designee, and not otherwise prohibited by law or regulation.