



PRIMARY SECRETARY

(part time, 20 hours per week; negotiable)

Position available immediately, or by negotiation

Job Description

Job title: Primary Department Secretary

Reports to: Head of Infants and Head of Juniors

Purpose of the role:

The Primary Secretary will provide comprehensive administrative support for the Head of Infants and Head of Juniors. The post-holder will enjoy working in a busy school environment, remaining calm and positive. The post-holder will establish excellent and warm working relationships with pupils, parents, staff, and other members of the College community. The post-holder will demonstrate a high level of professionalism, discretion and confidentiality at all times.

Working hours

The Primary Secretary is a part-time role (8.30 am – 12.30 pm; 20 hours per week). The post is term-time only; Blanchelande College Term dates can be viewed on our website.

Remuneration

The salary will be part time and in accordance with the States of Guernsey administrative pay scale, commensurate with qualifications and experience.

ADMINISTRATION

The post-holder will:

- Fulfil stationery orders for Primary department and keep the Primary staff room stocked with necessary stationery.
- Provide administrative support for wraparound care (ie breakfast club and after school club bookings/ staff rota).
- Arrange bus and transport bookings for Primary department (liaising with Vice-Principal's PA).
- Receive and distribute lost property/kit or lunches dropped off late, contacting pupils or parents, as required.
- Process outgoing post, in liaison with the main School Office Receptionist.
- Provide comprehensive administrative support to Primary Heads of Phase.
- Support Primary Heads of Phase with ensuring all newsletter items are included, edited and formatted.
- Arrange student/ staff photographs at the beginning of each term.



- Provide support for planning and booking school trips (eg off-island trips to UK, Jersey).
- Contact supply staff, as directed by the Heads of Infants/Juniors

COMMUNICATION AND DATA

The post-holder will:

- Ensure the completion of pupil attendance registers and contact parents of children with unexplained absence.
- Filter phone calls and emails.
- Ensure personal and medical information on the iParent app/portal is regularly updated.
- Assist the Registrar with taster day children and onboarding of new pupils.
- Assist with the preparation, proofreading and dispatch of pupil reports.
- Ensure that all events are entered in the iSAMS diary with the correct level of visibility.
- Safe disposal/shredding of personal data and observation of all GDPR protocols.

EVENTS AND CATERING

The post-holder will:

- To set up for Parents Meetings (Parents Evenings).
- Ensure provisions of refreshments are in stock in the Primary staff room.
- Oversee school lunch bookings (including Christmas lunches) and be the point of contact with the school caterer and lunch hall staff.
- Support the running of events in the school diary (eg open morning, the annual senior citizens' tea party before Christmas, carol service, PTFA).
- Proofread and arrange the printing of programmes.
- Assist with the planning and delivery of the annual primary Prize Giving, including ordering and naming of prize books and assembling trophies

Ethos

The post-holder will:

- Fully support the Catholic ethos, identity and mission of Blanchelande College
- Attend school events – such as Prize Giving, Open Day, Carol Service, etc. – including outside of the school day, providing support, as required by the Principal

FLEXIBILITY

This job description reflects the main responsibilities of the post. However, the post holder should be willing to undertake any other reasonable duties as required by the



Blanchelande College

Principal. The particular duties / responsibilities listed here may be reviewed from time to time at the request of the Principal or post holder as circumstances make necessary.

(For completion upon appointment) I hereby confirm acceptance of the above job description:

Signed:

Date: