



# Blanchelande College

## 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.



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- 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



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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: