



Blanchelande College

SECRETARY TO THE VICE-PRINCIPAL

(part time, 20 hours per week)

Position available immediately, or by negotiation

Job Description

Job title: Secretary to the Vice-Principal

Reports to: Vice-Principal

Purpose of the role:

The Secretary to the Vice-Principal will provide comprehensive administrative support for the Vice-Principal in the operational management of the school. The post-holder will enjoy working in a busy school environment, remaining calm and positive when responding to the present need. 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 Secretary to the Vice-Principal role is part-time (ideally 8.00 am – 12.00 pm; 20 hours per week; hours are negotiable). 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 Vice-Principal has a broad role within the College and the Secretary to the Vice-Principal will provide support and assistance in the following areas:

- The upkeep of necessary records, logs and rotas
- Transport and accommodation bookings for DofE, activities week, educational visits
- Assigning cover when staff are absent and related record-keeping
- Data input and data retrieval (eg calendar, timetable) on/from the school's management information system (iSAMS)
- Printing of certificates and other documents
- Fire Safety documentation (VP is the school's Fire Officer)
- Proof reading and preparing correspondence



- The dispatch of outgoing post
- Bus and transport bookings (eg for the Games department)
- The organisation of student/ staff photographs at the beginning of each term (along with the school Matron), and uploading of photographs to iSAMS profiles

EVENTS

The post-holder will:

- Support the running of events (e.g. open morning, the annual senior citizens' tea party before Christmas, carol service, PTFA)
- Coordinate the collection of prize trophies in good time for Prize Giving and ensure the timely allocation of awards and prizes
- Support the Head of Upper Seniors with making arrangements for the Year 11 prom, and the Head of Sixth Form with arrangements for the Sixth Form prom

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 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: