

The Royal School Dungannon

Job Title: Headmaster’s Secretary - required for 1st June, 2023
Hours: Full-time, 5 days per week, 35 hours per week
 8:30am to 4:30pm Monday to Friday (one hour for lunch)
Responsible to: The Head via the Bursar
Salary: NJC Point 17 to 19 – (£26,845- £27,852)
Holidays: School holidays, excluding last 2 weeks in August
NILGOSC Pension: Defined contribution scheme
 6.5% employee and 19% employer contributions

Personnel Specification and Job Description

The Head’s Secretary will be a suitably qualified and experienced person of integrity, energy and enthusiasm who is fully committed to the ethos of the school. They will have excellent communication and interpersonal skills, and be prepared to work closely with the Head, Deputy Head, Bursar, staff, parents/guardians, and the wider RSD community.

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • A minimum of 5 GCSEs (grades A-C) or equivalent or higher, including Mathematics and English • Advanced IT skills in MS office 	<ul style="list-style-type: none"> • Third level education qualification (degree or equivalent) <u>or</u> • 2 A-levels or equivalent <u>or</u> • 5 years’ experience working in an administrative role
EXPERIENCE	<ul style="list-style-type: none"> • Previous experience working as a Personal Secretary or Assistant, or previous experience of working in a similar administrative role • Substantial experience in the use of IT systems including MS office 	<ul style="list-style-type: none"> • Previous experience working as a Personal Secretary or Assistant at a senior level in a medium to large organisation. • Previous experience working in an administrative role in an educational setting. • Experience of providing high-level support in a busy and sensitive environment
KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> • Excellent verbal and written communication skills, including the use of IT packages • Excellent organisation and administrative skills • Ability to complete tasks and projects on time and to a high standard • Ability to develop effective administration and support systems 	<ul style="list-style-type: none"> • Knowledge of Sims.net • A working knowledge of the GDPR regulations
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Ability to use initiative and prioritise workload without constant supervision • Ability to work as part of a team, showing flexibility and a co-operative, ‘can do’ attitude • Punctual and reliable, demonstrating discretion and tact • A commitment to ongoing improvement 	

General Responsibilities

The primary responsibility of the Head's Secretary is to provide professional administrative and secretarial support for the Head. They will communicate effectively on behalf of the Head with Governors, staff, parents and all other relevant persons and external bodies, and provide support, as appropriate, for some aspects of the work of the Deputy Head and other members of the Senior Leadership Team. They will be aware of all GDPR regulations and mindful of strict confidentiality in their management of sensitive information.

Administrative support for the Head

1. Undertake administrative and confidential work for the Head including the drafting of correspondence and reports.
2. Maintain the Head's diary and arrange appointments and meetings, in and out of school.
3. Be responsible for the administrative aspects of the school's admissions processes, ensuring that the procedures are undertaken in a timely and accurate manner.
4. Support the Head in all aspects of the administration of the Transfer procedure from primary school and other in-year applications.
5. Support the Head in all aspects of the administration of Boarding applications, including final offers.
6. Maintain efficient filing systems for all official documents relating to the administration of the school.
7. Liaise with government bodies, outside agencies and other schools and educational organisations, attending to queries and ensuring the efficient exchange of information.
8. Take the minutes of meetings as required.
9. Receive, filter and relay incoming telephone calls and make calls on the behalf of the Head as required.
10. Be responsible for opening and sorting the Head's mail, prioritising items for immediate action, forwarding items appropriately within the school and ensuring prompt postage of all outgoing mail as requested.
11. Draft as appropriate outgoing correspondence such as emails or letters for the Headmaster's approval.
12. Provide refreshments for the Head and visitors, and organise hospitality and catering practicalities for whole school meetings and events as required, in liaison with the school catering team.

General Administration

13. Contribute to the management of the school email account, prioritising items for attention and forwarding items appropriately within the school.
14. Arrange and maintain an effective whole school diary of events, in liaison with the Pupil Enrichment Coordinator's termly calendar, and issue communications to staff regarding school events as required.
15. Liaise with the Data Secretary and Bursar's Office to ensure that pupil and staff records on SIMS are kept up-to-date and accurate.
16. Liaise with teaching staff on behalf of the Headmaster to ensure that information and returns have been provided and appointments made for review or similar meetings.
17. Oversee the school archive room, adding new materials and ensuring that items of historical interest are preserved, and removing materials no longer required in line with GDPR.
18. Any other duties which would be appropriate to this grade of post and within the capabilities of the post holder.

Board of Governors

19. Provide secretarial services to the Board of Governors, including sub-committees, as required and undertake administrative and confidential work when necessary.
20. Liaise with the Bursar to ensure that all practical arrangements are in place for Governors' meetings.

Appointments and Personnel

21. Carry out the administration of recruitment processes for teaching and non-teaching staff, under the direction of the Head or the Bursar, to include placing advertisements and arrangements for interviews and preparation of all paperwork as required.
22. Be responsible for the maintenance of hard copy personnel files for teaching staff, including the creation of files for new staff, and updating personnel materials as required.

School Events and Publications

23. Assist with the arrangements for school events on behalf of the Head, such as Prize Day, transfer test days, P7 Open Mornings and P6 Open Evening, school concerts and productions.
24. Prepare invitations, handouts and other materials for school events.
25. Coordinate advertising for the school in educational publications and the media.

Training

26. Attend all relevant in-school training, including annual safeguarding training, and undertake external training courses as required, especially in areas such as ICT and use of SIMS.

Applications

The completed Application Form should be returned **by 12 noon on Thursday 16th March 2023** addressed to: The Headmaster's Secretary, The Royal School Dungannon, 2 Ranfurly Road, Dungannon, County Tyrone, BT71 6EG and clearly marked "HMS23". Application Forms received after the closing time will not be considered. **Note Curriculum Vitaes will not be accepted in lieu of the standardised Application Form and Equal Opportunities Monitoring Form, both of which must be completed.**

E-mail submission of Application Forms before that time will be accepted but in that case a signed, paper copy must be received in the School by the closing time stated above.

Applicants should state clearly on their Application Form how they meet the criteria. Those applicants who are shortlisted will be invited for interview during the week beginning **20th March 2023**. Specific details about the interview format and structure will be supplied to all shortlisted applicants by **Tuesday 21st March 2023**. Applicants who have not received notification of interview by this date will have been unsuccessful on this occasion.

In order to comply with DENI guidelines on Child Protection, shortlisted applicants should bring an original birth certificate and/or marriage certificate (if appropriate) plus a means of photographic identification, such as a passport or driving licence, to the interview.

Appointment will be subject to references and an enhanced check via AccessNI.