



# CAYMAN PREP AND HIGH SCHOOL

## JOB DESCRIPTION

### High School Receptionist/Secretary

**Purpose:**

This receptionist/secretary will be the first point of contact for all visitors and callers to the school. The role involves a wide variety of tasks, in a busy office, relating to students, staff, parents and vendors.

The post also covers secretarial support for the High School Principal and other senior leaders as required.

**Normal Working Hours:** 7:00 am until 3.30 pm with additional hours required from time to time to cover special events and to meet deadlines.

**Reporting to:** The Business Manager

**Liaising with:** SLT, students, parents, staff and vendors

**Key Responsibilities:****Reception**

- Answer and assist with all direct, telephone and email communication from all stakeholders ensuring enquiries are directed to appropriate parties where necessary.
- Ensure all parties – staff, students and visitors - are properly registered in and out of the school using the school logs and visitor badges as necessary.
- Ensure school phone system is fully operation and that voicemail messages are updated as necessary during school holidays etc.

**Student Records**

- Work with form tutors and teachers to ensure student attendance records are up to date and accurate; including adding data re absences and late arrivals as necessary.
- Update parent data re phone numbers and addresses as and when necessary. Take responsibility for annual check in this regard using data manager for support.

- Ensure medical records are up to date and accurate with annual review.
- Liaise with parents and students as required in the preparation and submission of transcripts.

### **Medical**

- In liaison, where necessary, with School Nurse administer first aid to students as necessary, ensuring adherence to all necessary policies.
- In liaison, where necessary, with School Nurse, ensure all student medications are handled and stored according to policies.

### **Secretarial Duties**

- Prepare and issue standard letters to parents confirming enrolment for immigration and any other matters.
- Prepare certificates, invitations, tickets for various events throughout the school year.
- Manage High School Principal's diary in the scheduling of all appointments, meetings and events and liaise with all stakeholders on Principal's schedule.
- Assist in preparations for all internal and external meetings and events, including ordering food where necessary.
- Prepare and issue letters and notices to parents and other stakeholders on behalf of High School Principal and other Senior Leaders.
- Assist with preparation of presentations and meetings on behalf of High School Principal and other senior leaders.
- Provide confidential minute taking as and when necessary on behalf of High School Principal and other senior leaders.

### **Other Office Duties**

- Manage stationary supplies and liaise with Finance Manager regarding annual stationary order.
- Assist with all other office activities including, but not limited to; receiving payments and aiding any prospective parents or new applicants, sixth form uniform sales, books sales.
- Liaise with Facilities Manager regarding any office maintenance issues.
- Ensure office has sufficient stock of tonners etc. for all High School printers and copiers and liaise with vendors regarding orders.
- Ensure sufficient supply of tea, coffee etc. in staff room and prepare coffee on arrival each day and at break time.
- Order and set up snacks in staffroom for monthly birthday celebrations and other staff events.

### **All Staff Are Expected To:**

- Maintain confidentiality at all times with regard to student information and related school matters

- Support the Christian aims and ethos of the school, setting good examples in terms of dress, punctuality and demeanour.
- Uphold the school's behaviour code, uniform requirements and other regulations
- Attend and participate in staff CPD sessions, school-based meetings and extra-curricular activities
- Assist with various duties as assigned by the Business Manager, according to the needs of the school

## **Safeguarding**

In accordance with the school's commitment to follow and adhere to the School's Child Protection Policy and Procedures and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the school. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and dispatch your duty of care appropriately at all times. You will always be expected to present a consistently positive image of the school and uphold public trust and confidence

This job description will be reviewed annually and may be subject to modification or amendment after consultation between the Business Manager and the post holder.

Signed:

Post Holder Name: \_\_\_\_\_

Post Holder signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business Manager: \_\_\_\_\_ Date: \_\_\_\_\_

*Revised June 2022*