



# ALDRO



**School Secretary  
Part-time  
Required for September  
2022**



Job description	School Secretary
Reporting to:	The Bursar
Salary:	Competitive
Type of position	Part Time(job share), Term Time (including INSET) only +10 days, permanent
Start date:	September 2022

## GENERAL

Aldro is an outstanding co-educational day and boarding preparatory school near Godalming in Surrey. There are about 230 pupils aged 7–13 in the school; approximately a third of them board. Some of the boarders are full-time and some board part-time for a few days a week. The school has a proud record of academic excellence with many scholarship awards won at 13+. 50 academic awards have been won over the past few years to schools such as Charterhouse, Tonbridge, Cranleigh, Eton, Harrow, Radley, The Royal Grammar School (Guildford), Sherborne, Shrewsbury, Wellington and Winchester.

Aldro is also committed to breadth of education, and notable results are achieved in sport, music, drama and chess. Saturday is comprised of academic lessons in the morning followed by sports matches for all in year 4 upwards. There are a number of key functions e.g. Open Days, celebration events and tournaments that also happen on Saturdays. Many other activities are available for pupils to pursue.

Aldro has a strong Christian foundation, which underpins the ethos of the school, and staff are expected to be in sympathy with this. An attractive and regularly used Chapel is among the excellent facilities available for pupils and staff. Further details about the school can be found on our website: <https://www.aldro.org/about/vacancies>

## THE POST

The School Secretary will have significant experience of working in an office. S/he will have experience of multi-tasking under pressure. The School Secretary will possess strong interpersonal skills, ability to maintain effective professional working relationship with people of all levels and to respond to changing or unforeseen circumstances. S/he will be expected to achieve high work standards and must be hands on and prepared to get involved in all aspects of school life.

Benefits include inclusion in the IAPS pension, meals provided during the term time, free parking on site and working in beautiful surroundings within a friendly team.

Aldro operates its own salary scale - placement on the scale will be subject to the candidate's qualifications and experience. Aldro is committed to lifelong learning and supports the development of staff at all levels.

**Please send the completed Application Form (no CVs please) to: [bursar@aldro.org](mailto:bursar@aldro.org)**



## **School Secretary**

### **Job Description**

The School Secretary will work closely with the Bursar, Headmaster's Secretary, and both Admissions and Marketing to ensure that all visitors to the school receive a warm welcome, all enquires are dealt with in a timely manner and that the school office function runs effectively and efficiently.

### **Specific Responsibilities**

#### **Reception and School Office**

- Provide a welcoming and positive first impression in the office, particularly for prospective parents.
- Keep the reception and front office area tidy and smart.

#### **General administration**

- General School secretarial duties such as preparing and typing various programmes for school events, printing exams papers for staff, laminating and sending letters to parents etc.
- General office duties including assisting with publishing of school's marketing literature.
- Responsible for school stationery.
- Collate and process all stationery orders, course entries, etc.
- Organise and manage all monies coming in and out of the school office such as sponsored events, prizes etc.
- Record all hymns sung in chapel for licencing.
- Act as co-ordinator for all items brought in by parents and ensure they reach the pupils.
- Deal with all incoming post and distribute to relevant staff pigeonholes.
- At the beginning of each term send a calendar/magazine to all on mailing list.
- Order, collate and distribute school photograph orders.
- Assist the Admissions and Marketing departments with administrative tasks.
- Arrange locker codes for new pupils and provide assistance where needed.
- Update staff pigeon holes when staff leave or new staff join.
- Archive leavers files and change index cards.
- Send all parents log in details for the parent portal.
- Maintain copies of all certificates awarded to pupils and prepare folders on leaving.

#### **Communication**

- Answer the telephone and deal with enquiries and messages as appropriate. Pass messages to relevant staff and pupils.
- Manage correspondence from parents regarding school events, eg: parents' evenings, school trips, social events, etc.
- Frank and prepare daily outgoing post for collection.
- Alert school community in case of emergency or crisis.
- Deal with any day-to-day queries from parents, particularly regarding timings and arrangements for sports fixtures.



### Registration, data and tracking of people

- Updating SchoolBase, the school's MIS, with pupil and parental personal information
- Maintaining the daily attendance registers for pupils, including contacting home when a pupil hasn't arrived.
- Maintaining log of staff on site.
- Receive any visitors to the school, ensure they sign in, take a badge and have read the safeguarding and fire evacuation information. In the case of contractors point them to the asbestos register.
- Ensure all pupils, staff and visitors leaving or arriving during the day are signed in and out and communicate as required.
- Ensuring up-to-date information of who is on site is available in an emergency.

### Transport

- Liaise with parents regarding school transport. Provide the Estates Manager with a list each day of the boys that are on each bus route / pick-up from the station.
- Liaise with Sports department for coaches and hired minibuses for each term.
- Organise the bookings of school minibuses.
- Order taxis for visitors.

### Boarding Support

- Liaise with parents/agencies for travel and accommodation of overseas pupils during weekend leaves, half term and end of term. Book taxis if needed.
- Compile lists of pupils who have booked for breakfast club and supper. Provide these to the staff and then to the accountant for billing.

### Events and lettings

- Send out invitations to parents for school events and collate responses.
- Produce programmes and Orders of Service for school events.
- Assist with the organisation and 'front of house' for all whole school events.
- Ensure school events and external lettings have the required signage and where required list of people attending are available to the staff.
- Provide administrative support to holiday clubs and pre-season sporting activities.
- Provide to support to FOAA for fireworks, Christmas Fair, Regatta and other special events.

### Other

- Act as first-aider when matrons and school nurse are unavailable.
- Any other duties reasonably requested by the Head, Bursar, SLT.
- Essential and Desirable Selection Criteria

### Essential and Desirable Selection Criteria

Personal Qualities	Essential	Desirable
Welcoming with a desire to help	*	
Honesty, Integrity, Discretion	*	
Natural problem-solver	*	



Calm under pressure	*	
Organised and efficient	*	
Flexibility, and willingness to cover in the case of sickness or absence		
<b>Knowledge, Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
Excellent communication skills, written and spoken		
Excellent Telephone Manner		
Proof-reading ability		
Excellent grasp of Microsoft software, including MS Word, Excel and Publisher		
Experience of working with databases/MIS		
Experience of SchoolBase		
Knowledge of publishing and graphic design software		
Touch-typing		
First Aid trained		
<b>Experience</b>		
Office and administrative experience		
Safeguarding of children		
<b>Personal Circumstances</b>		
Sympathy with the school's ethos, vision, values and aims		
Willing to work Saturdays according to a rota		
Willing to play an active part in the school community		
<b>Equality</b>		
Candidates must demonstrate understanding of and acceptance and commitment to the principles underlying equal opportunities		

This role is advertised as a part time job-share. Secretarial hours are from 8am – 6pm Monday-Friday and 8.15am-1pm approximately one in three Saturdays on a rota basis with other office staff. It is term time (which includes INSET) plus 10 days and hours during the holidays are shorter with no Saturdays.

**Closing Date: Friday 26<sup>th</sup> August 2022 (Early applications are advisable. The school reserves the right to interview and appoint before the deadline)**

**Interviews: Week commencing 30<sup>th</sup> August**

Aldro is an equal opportunities employer and committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. The post requires an enhanced check from the Disclosure and Barring Service.

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Lombard Street, Shackleford, Godalming GU8 6AS  
01483 810266



[aldro.org](http://aldro.org)