JOB DESCRIPTION

COMMON ROOM SECRETARY

Reports to: Deputy Bursar

The following responsibilities shall be deemed to be included in the duties that you may be required to perform:

- Responsible for smooth running of Common Room: liaise with Common Room Chairman, keep notice boards up to date, update pigeon hole room at end of year, and inform Works Dept of any works required.
- Ordering stationery.
- Responsible for post to/from Common Room/Reception.
- Support Common Room staff with administration including emails.
- Support Medical Centre with administration including emails & labels
- Support Matrons with labels preparation
- Responsible for Photocopying Room: order paper, toner, fix simple problems and organise engineer when required.
- Oversee workings of all Common Room machines e.g shredder, etc.
- Type weekly Common Room Minutes.
- Book coaches for sports fixtures & other trips, authorise payments and record information.
- Produce regular lists: staff absentee list, pupil absentee list, Academic detention list and day pupil absence list.
- Distribute School magazine to Old Cranleighans’ & ex Common Room.
- Oversee sports fixtures are correctly entered onto the website.
- Manage ‘School Office’ emails.
- Chase invigilators during exam period.
- Man phones on A Level results day.
- Oversee Reprographic Technician e.g production of Events Guide & Concert Series brochures and sports flyers.
- Manage National Union Student card applications.
- Manage arrangements for PSHEE (Personal, Social, Health & Economic Education) lectures for parents.
- Ticketing for all concerts and plays.
- Support Academic Mentoring Department with administration.
- Support for Academic HoDs as directed by Deputy Head (Academic).
- Any other reasonable duties as requested by the Deputy Heads and Deputy Bursar.

PERSON SPECIFICATION

RELEVANT EXPERIENCE/KNOWLEDGE

- Strong and demonstrable secretarial, administrative and communication skills.
- Good knowledge and demonstrable experience of Microsoft products.
- Strong organisational skills and ability to multi-task and prioritise workload.
- Ability to work with databases.
PERSONAL SKILLS

- Able to maintain confidentiality and to be discreet.
- Excellent attention to detail.
- A proactive approach to work.

PROVISIONAL WORKING HOURS (including half an hour unpaid lunch break each day):

Monday 08:30 – 15:30  
Tuesday 08:30 – 15:30  
Wednesday 08:30 – 15:30  
Thursday 08:30 – 15:30  
Friday 08:30 – 15:30  
Saturday 08:30 – 11:30

Exact working hours will be discussed with the selected candidate.

The hours are for term time only and additionally approximately one week at the beginning and end of the academic year and two days before and after the end of other terms and one morning on A Level results day.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder will be subject to a Disclosure and Barring Service check.