



Post requires candidate to be entitled for work: Yes
Full time / Part Time: Part time (30 - 35 hours per week)
Term Time only: Yes
Reporting: The Head and Office Manager

Job Purpose: We are seeking an organised, professional, and friendly School Secretary to serve as the first point of contact for pupils, parents, staff, and visitors. This pivotal role supports the smooth day-to-day running of the school by managing administrative tasks, maintaining accurate records, and providing a warm and efficient welcome to St. Michael's School.

The ideal candidate will possess excellent communication skills, a high level of discretion, and the ability to manage multiple tasks in a busy prep school environment.

Key Tasks will include the following:

- Handle correspondence, emails, phone calls, and general inquiries efficiently
- Greet parents, pupils, and visitors in a professional and welcoming manner, ensuring safeguarding procedures are followed
- Act as the first point of contact for school communications
- Provide timely and effective communication between the school and parents
- Maintain accurate daily pupil attendance records and follow up on absences
- Administer first aid when necessary if the School Nurse is unavailable (training will be provided if not already qualified)
- Support teaching staff with administrative needs
- Keep the school office area tidy and professional
- Ensuring that members of staff receive any messages taken during the day.
- Providing administrative support with school events and fundraising where required
- Perform other reasonable duties as required by the Head and Office Manager

Person Specification

Essential:

- Excellent verbal and written communication skills
- Strong organisational and time management abilities
- Proficiency in Microsoft Office and school administration systems (training can be provided)
- Friendly, calm, and approachable manner
- Enthusiasm and willingness to contribute to the life of a busy Prep school.
- Ability to handle sensitive information confidentially

Desirable:

- Experience working in a school or educational environment
- Knowledge of safeguarding and child protection procedures
- First Aid qualification (or willingness to obtain one)
- Familiarity with school MIS (e.g. Engage, SIMS, or similar)

St. Michael's is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. The successful candidate must be able to satisfy an enhanced clearance by the Disclosure and Barring Services (DBS).

Procedure for application:

Applications should be made using the online application form through the [TES online application system](#). Candidates are also required to write a covering letter, stating suitability for the post and reasons for applying. This should be completed by **Friday, 26th September** after which references may be taken for those candidates considered for the shortlist. All queries can be sent to recruitment@stmichaels.je

Failure to use the correct application form or to forward a covering letter may count against an applicant. Shortlisted candidates will be contacted by telephone on **Monday 29th September**.

Interviews will be held on the **Friday, 3rd October** and a conditional offer of appointment will be made as soon as possible thereafter. The appointment will be conditional upon satisfactory references being received and pre-employment checks being completed.