

School Secretary St Stephens Community Academy

Job Title: School Secretary	FTE salary: £24,765 Actual annual salary (approx. gross): £12,037
School Base: St Stephens Community Academy	Contract Type: Permanent Variable
Start Date: 04 th January 2027	Hours (weekly): 21 hours
Working weeks SUPPORT STAFF ONLY: 39 weeks (term time plus INSET days)	
Interview Date: w/c 9 th November 2026	Closing Date: midnight on 01 st November 2026

Please return completed applications and equal opportunities forms to recruitment@andaras.org

An Daras Trust is an equal opportunities employer and is also fully committed to safeguarding and promoting the welfare of children and young people. All employees and volunteers must share this commitment. As part of safeguarding requirements we conduct an online search of all shortlisted candidates. All offers of employment are subject to the satisfactory completion of safer recruitment checks and references including an enhanced DBS check. Right to Work in the UK and qualifications will also be checked. We welcome applicants from global majority heritage.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers and, if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

An employee of An Daras Trust knows that by using their own knowledge and experience, it can **Ignite Curiosity and Grow Capabilities** in young individuals, which will impact lives and help create a positive future. Does this sound like you?

Our Aim

An Daras Trust has the simple aim of ensuring our pupils receive the best educational experiences we can offer. Our intent is delivering an inclusive learning entitlement through a strong Trust wide wholistic curriculum model which focuses on enabling all pupils to achieve academic and emotional growth through the taught strategic themes of wisdom, knowledge, learning skills and personal capabilities.

Information about the vacancy

St Stephens Community Academy is seeking to appoint a friendly, organised and highly efficient School Secretary to join our dedicated team.

This is a key role within the school, providing a welcoming first point of contact for pupils, parents, staff, visitors and external agencies while ensuring the smooth day-to-day academy administration of the school.

We are looking for an individual who is professional, approachable and able to work effectively in a busy school environment.

Main Responsibilities include:

- Managing reception and responding to telephone, email and visitor enquiries;
- Providing administrative support to the Headteacher and wider school team;
- Maintaining pupil records and school databases accurately and confidentially;
- Processing correspondence, reports and general documentation;
- Supporting attendance monitoring and record-keeping;
- Assisting with admissions and admissions enquiries;
- Coordinating appointments, meetings and school communications;
- Handling routine financial and administrative tasks as required;
- Ensuring compliance with school policies, safeguarding procedures and data protection requirements.

The successful candidate will have:

- Excellent organisational and administrative skills;
- Strong communication and interpersonal skills
- Experience of working in an office or administrative role
- Good ICT skills, including Microsoft Office applications
- The ability to prioritise workload and work independently
- A professional and confidential approach to handling sensitive information;
- A commitment to supporting the ethos and values of St Stephen's Community Academy.

We can offer:

- A welcoming and supportive school community;
- Friendly and dedicated colleagues;
- Opportunities for professional development and training;
- A rewarding role where you can make a positive contribution to children's education and wellbeing.

A full job description and application form can be found attached to this advertisement or by visiting the vacancies page of our website.

Benefits

What can An Daras Trust offer you?

- Contributory pension scheme with the Local Government Pension Scheme (LGPS)
- Five paid family friendly days for emergencies
- A connection with our 11 primary schools which creates developmental opportunities
- Access to free health & wellbeing services
- A developmental, fair and professional culture
- Dedicated, friendly, committed team members