

St Joseph's Institution International School Malaysia

Title	School Secretary
Reports to	Principals
Department	Central Administration

The School Secretary reports directly to the Principal and is responsible for providing the support which the Principal requires effectively to fulfill his/her role. The role of the School Secretary is necessarily varied and encompasses a wide range of functions which assist in the smooth running of the school.

Principal

- Management of the Principal/(s)'s diary, including making appointments with staff, parents, pupils and external agencies
- Secretarial support to the Principal/(s) including typing letters, documents and papers taking minutes of meetings as required, but specifically those meetings at which the Principal is in attendance
- Assist the Principal/(s) in meeting and greeting guests as required
- Acknowledging emails which come for the attention of the Principal and passing these to the Principal/(s) for action
- Arranging the Principal/(s)'s flights and accommodation in respect of professional trips

Admissions:

- Coordinate the Admissions procedures using the flowchart for the ES to ensure procedures are carried out correctly
- Administering the assessment test (CAT 4) for new students
- Communicate with SLT (primarily) and Admissions on offers to students

Finance

- Liaise with the finance team to ensure procurement procedures are carried out in line with the purchasing and resources flowchart
- Manage staff reimbursements for school purchases.

Communication with Parents

- Assisting in preparing the Weekly update and email to parents
- Prepare and circulate documents/emails/minutes/information to parents as and when needed
- Address parents' concerns sympathetically and refer, when necessary, to the appropriate member of the SLT

Communication with Staff

- Recording staff attendance and signing in/out
- Arrange conferences, meetings, and travel reservations for academic staff both using school resources and out-of-school arrangements
- Coordinate appropriate documents for communication with the ES office
- Maintain all record keeping for students and staff- iSAMS

General Office Duties

- Perform general office and secretarial duties
- Attend meetings when requested; recording and distributing minutes
- Coordinate internal and external meetings appointments, events, workshops, seminars and special events including booking meeting rooms and venues
- Ensure that the school office operates in a consistently organized manner every day
- Perform other administrative tasks as instructed by the school principal and assistant principals

Requirements:

- Candidate must possess at least a Diploma, Advanced/Higher/ Graduate Diploma, Bachelor's Degree, Post Graduate Diploma, Professional Degree, Secretarial or equivalent
- At least 5 year (s) of working experience in the related field is required for this position
- Preferably Senior Executive specializing in Secretarial/ Executive & Personal Assistant or equivalent
- Good computer skills in Microsoft Word, Excel and PowerPoint applications
- Able to work independently under pressure, multitask and maintain high degree of confidentiality
- Pleasant personality with good interpersonal skills and social etiquette