



ANNEX 1

St. Joseph's Institution International School

Title	Central Admin Secretary/ Support
Reports to	Head of School/ Bursar
Department	Central Administration

The Central Admin Secretary/ Support reports directly to the Head of School and Bursar and responsible for providing the support which the Head of School and Bursar requires effectively to fulfil their role. The role of the Central Admin Secretary/ Support is necessarily varied and encompasses a wide range of functions which assists in the smooth running of the school.

Job responsibilities

- Management of the Head of School's diary, including making appointments with staff, parents, pupils and external agencies
- Assist the Head of School/ Bursar in meeting and greeting guests as required
- Acknowledging emails which come for the attention of the Head of School/ Bursar and passing these to the Head of School/ Bursar for action
- Arranging the Head of School/ Bursar's flights and accommodation in respect of professional trips
- Perform general office and secretarial duties
- 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 Head of School and Bursar
- Competent in handling enquiries, complaints and able to provide prompt and accurate feedback
- Proactive in ensuring all contacts are responded within service standards set
- Able to greet and assist walk in queries, answer inbound/outbound calls, handle incoming and outgoing correspondences
- Able to multi task – assist administrative staff with general work overflow
- Excellent Microsoft Office Words, Excel and PowerPoint and other software, as well as Google Apps
- Any other office-related duties as and when required
- Ability to learn and use new programmes
- Be able to greet and assist walk in queries, handle incoming and outgoing correspondences
- Be competent in handling enquiries, complaints and able to provide prompt and accurate feedback
- Be proactive in ensuring all contacts are responded within service standards set.
- To promote high quality communication between all members of the school community.
- Assist in general administrative duties including managing school stationery and resources including receiving and distributing to respective departments, and replenishments
- Able to maintain confidentiality
- Ensure reception area is clean, tidy and welcoming
- Any other related office duties as and when required

This job description sets out the duties of the position at the time it was drawn up. The position holder may be required to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the position.