

## **JOB DESCRIPTION: HIGH SCHOOL OFFICE SECRETARY**

**CAMPUS:** Johannesburg Campus

**DIRECT SUPERVISOR:** High School Principal

**START DATE:** As soon as possible

### **QUALIFICATIONS:**

- Executive Secretarial Diploma
- Minimum of 3 years of executive secretarial experience, preferably in a school
- Skills using Microsoft Word 7, Excel, PowerPoint and other programs
- Experience using a school data base like PowerSchool or Admin+

### **COMPETENCIES:**

- Strong interpersonal and communication skills
- Mature, empathetic and professional in dealing with students and parents
- Independent self-starter with attention to detail
- Possesses integrity and ability to maintain accurate and confidential records
- Able to collaborate with and motivate others
- Flexible and accepts change
- Excellent typing and computer skills
- Ability to multi-task
- Amicable

### **PRIMARY RESPONSIBILITIES:**

1. Perform all private/confidential secretarial filing and reception work for the High School Office
2. Answer questions from and act as liaison between the Principal or High School Coordinator and other employees, students and parents
3. Compose routine correspondence
4. Input information into and monitor the Admin+ and PowerSchool data bases
5. Handle general office typing
6. Identify and prioritize critical activities and manage work schedule to accomplish tasks
7. Proof read written correspondence for errors or omissions to ensure accuracy, completeness, neatness and professionalism
8. Ensure all details of a task are completed
9. Maintain e-mail group lists for parents and staff
10. Communicate and relay information clearly and concisely, both orally and in writing, to the High School Principal and other staff members
11. Manage Principal's calendar by making appointments and organizing various meetings as requested

12. Attend meetings and keep Minutes as requested
13. Follow up to ensure that all agreed actions from meetings are completed timeously
14. Establish and maintain effective working relationships with other school staff members, and contribute to a general Team well being
15. Research, compile and prepare administrative and clerical reports, presentations and documents using MS Word, PowerPoint or Excel
16. Establish new routines and procedures within prescribed limits, and develop recommendations regarding other changes as necessary
17. Control and check leave applications for staff and process forms through the Human Resources Office
18. Assist with organizing various school functions and events
19. Prepare, correlate and monitor requisitions and signatures for procurement and ISS purchases
20. Compile, monitor and maintain a variety of financial and statistical records and accounts related to school activities
21. Independently plan and manage maintenance and report preparation
22. Prepare payment requisitions for processing payment of invoices and reimbursements for high school staff members in accordance with standard procedures in the Business Office
23. Arrange substitutes for teachers who are absent or on leave
24. Assist teachers with maintenance requests
25. Adjust work schedule assignments to meet changing work priorities
26. Liaise with Activities Coordinator to make travel arrangements for staff and students
27. Assist in all emergency drills or actual events
28. Complete other duties as assigned by the High School Principal or High School Coordinator

**SCHOOL HOURS:** 7:30 am to 4:00 pm Monday, through Friday

**CONTACT:** For more information contact Mr. Geoff Smith, High School Principal, at [recruitment@aisj-jhb.com](mailto:recruitment@aisj-jhb.com)