

BRUMMANA HIGH SCHOOL

JOB DESCRIPTION

SECRETARY - UPPER SCHOOL

Brummana High School is a Quaker coeducational day and boarding school which seeks excellence academically and in the arts and sports and aims to promote integrity in its students. Each member of the school community ensures that students from diverse backgrounds are prepared to be responsible citizens and life-long learners, respecting each other and helping the community.

This job description is used as part of the Secretary's contract so that both s/he and the line manager know what is expected.

Line management

The Secretary reports to the Head of Section. During the school holidays, if the Head of Section has not assigned work, s/he reports to the Bursar.

Hours

This post is subject to the employment law. A continually updated copy is available in the Bursar's Office.

Working hours: Monday to Friday from 7:45am - 3:45pm.

Holidays: Government holidays plus annual vacation of 15 working days.

General responsibilities

1. To support and maintain the aims and values of the school
2. To respect the school's ethos, rules, and regulations
3. To use mutual respect and courtesy as the basis for relationships with others
4. To maintain a professional attitude towards other staff, parents, and students
5. To report any health and safety concerns to the Head of Section
6. To respect and take care of school property and resources
7. To report any misuse of property, damage, loss, or injury, including vandalism, theft, and assault to the Head of Section
8. To assist the Head of Section

Specific responsibilities

1. To maintain a presence in the Head of Section Office, to assist with enquiries, and to welcome and take care of people with appointments
2. To answer incoming calls, record messages, and book appointments
3. To keep records of student sickness
4. To arrange for students to go the Sick Bay or Clinic if they need medical attention
5. To contact parents, as required
6. To draft, type, and format all documents including student circulars, reports, syllabi, and general notices as required
7. To set up and maintain the office/staff room notice boards and staff pigeon holes
8. To photocopy documents, including examinations, as required
9. To set up and maintain an effective filing system
10. To maintain records of concerns about students, and significant transgression of rules and the consequences
11. To arrange replacement periods
12. To maintain records of staff daily attendance, absences, and lateness
13. To maintain a full record of each student in the Upper School, including updated contact information
14. To arrange the distribution of information to students, parents, and staff
15. To assist in the distribution of student reports
16. To help arrange parent/teacher meetings
17. To assist with the organisation of educational trips and activities
18. To assist in the preparation of purchase orders, maintenance requisitions, and budget follow up

19. To keep an inventory of office supplies and give out office supplies to teachers
20. To assist in the preparation of incident reports
21. To assist in the annual book sale, summer educational courses, or summer camp if required, taking into account work to be completed in the HoS Office
22. To attend meetings and keep the minutes as required
23. To keep all office documents and Upper School issues confidential
24. To undertake any other duties as may reasonably be required by the Head of Section (and the Bursar during school holidays if the Head of Section has not assigned work)

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