

BRUMMANA HIGH SCHOOL

JOB DESCRIPTION

SECRETARY – LOWER SCHOOL

Brummana High School is a Quaker coeducational day and boarding school which seeks all round excellence in the academic, arts and sports spheres and aims to promote integrity amongst its staff and students. Each member of the school community ensures that students' needs from diverse backgrounds are met. Students are prepared to become 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 term time. During the school holidays, when the Head of Section has not assigned work, the Secretary 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 7:30am - 3:30pm. Occasional overtime or work on a Saturday may be required and for this there is entitlement to time off in lieu.

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

General responsibilities

1. To support and maintain the school's ethos, aims, and values
2. To respect and help enforce the school's 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 line manager or Health & Safety Officer.
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 line manager
8. To be engaged in ongoing professional development
9. To assist the Head of Section

Specific responsibilities

1. To maintain a presence in the office, to assist with enquiries, and to welcome and take care of people with appointments
2. To answer incoming calls, record messages, book appointments, and contact parents as required
3. To keep a record of outgoing telephone calls
4. To ring the bells for lessons, break, and drills
5. To arrange the distribution of information to students, parents, and staff
6. To set up and maintain the office/staff room notice boards and staff pigeon holes
7. To draft, type, and format documents including student circulars, teachers' timetables, reports, syllabi and general notices
8. To copy documents as required and to take monthly readings of the copy machines
9. To set up and maintain an effective filing system
10. To collect and file report cards once parents have signed them
11. To assist in the preparation of purchase orders, maintenance requisitions, and budget follow up
12. To keep an inventory of office supplies and give out office supplies to teachers
13. To assist in the preparation of incident reports
14. To attend weekly staff meetings and keep the minutes as required
15. To arrange parent-teacher meetings and the distribution of student reports
16. To assist with the organisation of trips and activities
17. To assist in the collection of money for trips, buses, special events, etc. as required
18. To keep records of student sickness
19. To arrange for students to go to the Sick Bay if they need medical attention
20. To assist in ensuring the safe departure of all students to their homes

21. To prepare and maintain a full record of each student in the Section, including updated contact information, concerns, and significant transgression of rules and the consequences
22. To arrange replacement periods based on a schedule provided by the Head of Section
23. To maintain records of staff daily attendance, absences, and lateness
24. To maintain records of supervision, showing the supervisor's name, arrival time and leaving time
25. To assist in the annual book sale, summer educational programme office, or summer camp office if required
26. To undertake reception and switchboard duties in the absence of the Receptionist if required
27. To keep all office documents and school issues confidential
28. To undertake any other duties as may reasonably be required by the Head of Section during term time (and the Bursar during school holidays when the Head of Section has not assigned work)

(Rev. DG/RaH 26/1/23)