

# SCHOOL SECRETARY

## JOB DESCRIPTION

A School Secretary provides secretarial and administrative support to the Senior School teachers and staff.

**Reports to:** Personal Assistant to the Director of Finance & Corporate Services | Executive Assistant to Council

### Main duties:

#### Prepare and type of a range of documents including

- Examination , test papers, student examples and lesson notes
- Miscellaneous letters, including mail merged letters

#### Reception duties

- Answer telephones
- Greet visitors and couriers
- Respond to parent, student and general enquiries
- Direct enquiries to the appropriate person in the school
- Take messages for staff as required

#### Outdoor Education support

- Support the Outdoor Education department with the administration of Expeditions and Camps as required
- Collate student expedition choices and relay information to accounts
- Ensure online medical forms are updated, collate medical forms and prepare medical information packages to be taken on expeditions
- Update database information
- Prepare Global emails to parents and students
- Attend meetings and take minutes

#### Data input

- Input data into Synergetic (school database) program
- Use the database to respond to enquiries and produce reports as required

#### Administrative support

- Set up and manage filing systems for teachers as requested
- Prepare and coordinate mail-outs when required (producing mail merge documents and filling envelopes to send out)
- Prepare and send global emails to members of the Scotch community
- Assist with the preparation of the Residential Life newsletter

**Skills and abilities required:**

- Competent typist
- Pleasant manner in dealing with students, parents and general public
- Ability to use Microsoft Word, Excel, Outlook and PowerPoint
- Ability to use or learn Synergetic (school database package)
- Willingness to learn new software packages as required
- Attention to detail
- Advanced written communication skills including excellent proofreading skills
- Ability to work as part of a team
- Ability to work under pressure and to deadlines
- Ability to work independently to complete tasks
- Ability to display initiative and be proactive in supporting staff administration needs

**General Conditions**

- Four weeks' annual leave per annum (pro rata)
- A uniform is worn by all front office staff
- Working with Children and DET Police clearances are required
- General conditions as per the Educational Services (Schools) General Staff Award 2010 and the current Scotch College Administrative and Technical Officers' Additional Conditions