



ST THOMAS NYABULA SECONDARY SCHOOL

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20th January, 2022

DUTIES AND RESPONSIBILITIES OF SCHOOL SECRETARY (OFFICE ATTENDANT)

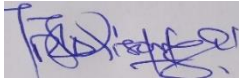
- He/she is responsible for organizing and maintain an efficient and effective office that handles a variety of tasks for the administration, students, and parents.
- Perform secretarial and clerical tasks of a varied nature.
- Distribute mail and handle correspondence of the office, responding to routine requests for information, and transcribing, word processing, and proofing letters and responses.
- Type, reproduce and distribute notices to staff, students and parents.
- Ensure that all communications from the office meet proper written and oral English standards.
- Act as a receptionist, receiving visitors, answering phone calls in a pleasant and efficient manner, and communicating effectively in routine, sensitive, and confidential matters.
- Updating records which relate to both students and staff members.
- Register new students, secure appropriate students records, maintain confidential students' records, and transfer records for students moving to other schools.
- Ensuring that visitors sign the appropriate visitors' book.
- Providing visitors with appropriate directions and helping the move around the school.
- Maintain a current school calendar of events and use of facilities.
- Maintain efficient and well organized electronic and paper data collection and filing systems, including confidential students and personnel files.

- Arrange appointments and maintain a schedule for the director or designee and assigned staff.
- Assist the director/headmaster in the preparation of reports and documents by creating graphics and displays, using word processing and data management, creating an attractive presentation, copying, collating, and distributing final products.
- Create forms, and compile and organize data and information necessary for the efficient operation of the office.
- Order and maintain office supplies.
- Maintain inventories of books, materials, and equipment of the school.
- Supervise assigned secretarial and clerical assistants.
- Create and maintain a clean, attractive, orderly, safe, and efficient office environment.
- Recommend to the director or designee improvements needed in office procedures or operations.
- Communicate to the director/headmaster or staff for any unusual situations.
- Assist the director/Head teacher and staff in handling interruptions and emergencies, calling for assistance when needed.
- Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.
- Maintain a safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
- Attend required staff meetings and serve, as appropriate, on staff committees.
- Continue to grow through collaboration with fellow staff members and participation in appropriate staff development and workshop programs.
- Display ethical and professional behavior in working with everyone who communicates or is associated with the office.
- Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines.
- Dealing with queries and complaints.
- Ordering new supplies of items including stationery.

- Perform any duties and responsibilities that are within the scope of employment, as assigned by the school director/management.

Wishing You Best of Luck

Rauce Kisonga

A handwritten signature in blue ink, appearing to read 'Rauce Kisonga', is displayed on a light gray rectangular background.

Headmaster

CC: School Director