JOB DESCRIPTION: TEACHING AND LEARNING SECRETARY

CAMPUS: Johannesburg Elementary School
DIRECT SUPERVISOR: Director of Teaching and Learning

POSITION OVERVIEW
- Minimum of 3 years’ secretarial experience with appropriate qualifications
- Excellent keyboarding and computer skills, including proficiency in MS Office: primarily Outlook, Word, Excel, PowerPoint, Team, etc.
- Experience with a range of software and online programs and ability to integrate
- Tactful and professional telephone and reception skills
- Experience in a school or college environment

COMPETENCIES:
- Superior organizational, interpersonal and communication skills with a positive and energetic demeanor
- Maturity, empathy and professionalism in dealing with teachers, students and parents
- Independent self-starer skills with attention to detail and ability to work with minimal supervision
- Integrity and an ability to maintain accurate and confidential records
- Ability to collaborate with and motivate others
- Excellent typing and computer skills, and eager to learn new software and develop appropriate procedures independently
- Ability to elicit cooperation from a wide variety of sources including team members and other departments
- Ability to multi-task, organize and analyze complex tasks in a systematic manner
- An amicable personality
- Ability to exercise good judgment and discretion in confidential matters
- Flexible during times of change, and able to work under pressure
- Excellent analysis and project coordination skills
- Possesses a keen sense of responsibility and shows initiative.
- Ability to self-initiate and seek out information when formal training may not be readily available
- Ability to work towards, and meet deadlines.

GENERAL RESPONSIBILITIES
The Teaching and Learning Secretary will be a member of the Teaching and Learning Center and Technology Teams, and will be responsible for providing secretarial support to the office and for supporting the school educational programs as noted.
Responsibilities will include (but are not limited to) the following:

- General office administrative tasks, including filing, printing, copying, typing, etc.
- Maintenance of curricular documents, such as formatting, updating, document control, etc.
- Circulation of agendas, minutes etc.
- Identify and prioritize critical activities and manage work schedules to accomplish tasks
- Assist with maintenance and update of relevant handbooks and other promotional/informational material
- Maintain email group lists for staff and other professional contacts
- Assist with organization of special events and/or presentations
- Schedule and set up meetings, including arrangement of locations, materials, refreshments, etc. as directed.
- Make conference and travel arrangements for the Department of Teaching and Learning
- Ensure, in the supervisor’s absence, that requests for action and information are handled or referred in a timely manner.
- Assist with the maintenance of the department’s web pages and intranet site.
- Assist with coordination of assessment and testing programs: data collection and recording, record retrieval, etc.

RECEPTIONIST DUTIES FOR TEACHING AND LEARNING CENTER:

- Communicate with educational representatives and consultants as required.
- Manage budgets for professional development.
- Maintain a database for staff professional development.
- Order and procurement of educational resources for the department.
- Other tasks as identified by the Director of Teaching and Learning and/or Director of Technology

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the School.

SCHOOL HOURS: 7:10 am to 4:00 pm Monday – Friday. Occasional weekend and evening work may be required for time in lieu.

CONTACT: A letter of application and current resume should be addressed to the Director of Teaching and Learning and sent to recruitment@aisj-jhb.com