



Job Title: Secondary School Administrative Assistant

Reports to: Secondary School Principal/Deputy Secondary School Principal

Scope of Responsibilities

The Assistant provides confidential, consistent, and professional support to the Principal and Deputy Principal. The Assistant should possess excellent technological, organizational, writing, communication and editing skills and an ability to anticipate the needs of the Principal's office. The Assistant takes initiative to make the work of the Principal and Deputy Principal more efficient and is expected to deliver friendly, courteous, and efficient customer care services to all parents, staff, students, and visitors at the school.

Specific Responsibilities

The Assistant will:

- Be responsible for undertaking a broad range of administrative tasks and responsibilities as assigned by the Principal and Deputy Principal.
- Be responsible for keeping up to date on school-wide and divisional information by reading weekly memos and other relevant school information/policies and taking appropriate action where necessary within the limits of the role.
- Be responsible for monitoring and tracking the Secondary School budget and notifying the Principal of any discrepancies.
- Be responsible for connecting and building relationships with other Divisional Assistants to ensure effective communication and working partnerships.
- Be responsible for creating various google forms and maintaining the data collected.
- Be responsible for updating records/inputting data on various software used in the school under the direction of the Principal and Deputy Principal (e.g. Google: Docs, Slides, Sheets, Forms).
- Be responsible for recording and following up parents on student attendance and informing teachers of all absences.
- Be responsible for organizing meetings as requested by the Principal /Deputy Principal and managing their diaries.



- Be responsible for writing and issuing permit slips for students going off-campus under the direction of the Principal and Deputy Principal.
- Be responsible for assisting Secondary school staff and students with day-to-day requests as necessary.
- Be responsible for receiving phone calls to the Secondary school, taking accurate messages, and delivering messages accordingly.
- Be responsible for ensuring substitutes have their lesson plans and directing them to their grades as well as liaising with the HR department on any substitute requests.
- Be responsible for scheduling appointments for parents with the Principal and Deputy Principal as necessary.
- Be responsible for monitoring and locating students on campus at the request of the Principal and Deputy Principal.
- Be responsible for collating the attendance data for students, presenting reports on attendance as necessary, and calling parents of students who are absent each morning to confirm their absence.
- Be responsible for managing lost and found items and periodically putting items out for collection.
- Assist with the organization of various events held by the Secondary School under the direction of the Principal and Assistant Principal.
- Provide cover for other Assistants in the Secondary School as and when necessary.

Person Specification

Qualifications:

- Bachelor's degree in any field.

Experience, Skills, and Abilities:

- Minimum of 4 years of experience working in a customer service environment.
- Minimum of 4 year's experience working with students in a school environment (desirable).



- Excellent technological skills; experience in using the Microsoft Office Suite, and Google suite (Google mail, docs, sheets, drive, forms).
- Experience in database management i.e. inputting data.
- Ability to communicate effectively orally and in writing.
- Excellent organization skills.
- Ability to maintain the confidentiality of student, parent, and staff information.
- Excellent interpersonal skills- ability to work with many different ages and cultures.
- Ability to follow through with instructions with minimal or no supervision.
- Attention to detail and efficient time management skills.
- Ability to work outside of normal working hours when required to do so.
- Flexible - the ability to perform other duties as requested and capable of using independent judgment in anticipating and then performing the responsibilities of the position.

LCS Believes:

- That each employee makes a significant contribution to our success
- That contribution should not be limited to the assigned responsibilities
- Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee or LCS to only the work identified. It is the expectation of the School that each employee will offer his /her services wherever and whenever necessary to ensure the success of our organization.