



BRIGHTON COLLEGE

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Job Description: Senior School Secretary

Role Outline

We are looking for a highly organised Senior School Secretary to provide personalised and professional administrative support to the Head of Senior School and his team. The role brings with it a requirement of efficiency and the ability to prioritise workloads. Discretion and confidentiality are essential attributes in addition to a proven background of experience in a similar role.

Main Duties

- Manage the Head of Senior School's diary & screening calls
- Make appointments for staff, parents and external visitors
- Greet, assist and/or direct pupils, parents, staff and general visitors around the Senior School
- Attending and producing minutes for SSLT and staff meetings as required
- Recruitment – liaising with candidates, scheduling interviews, follow up
- Composing and distribution of a wide range of letters and emails to staff, parents and carers
- Responsible for Senior School Petty Cash
- Liaising with Finance and Procurement to resolve queries and follow up
- Assist Admissions with letters and bursary applications
- Evacuation registers for Senior School Staff
- Assisting the Deputy Head Community with the arrangements and communications for Parent Consultation Meetings
- Replenishing refreshments in the senior school common room
- Liaising with internal contractors with any facilities issues
- Any ad hoc projects/reports/ investigations as requested

Key Skills

- Excellent command of English language (written and spoken) with a sharp eye for detail
- Team player
- Able to build effective relationships across the college with both academic and support staff
- Self-disciplined and with excellent time management skills
- Strong working knowledge of Microsoft office (word, excel, PowerPoint), Google Suite, ISAMS

Personal Attributes

- Professional, discreet and empathetic
- Excellent communication and customer service skills
- Flexible and conscientious
- High degree of confidentiality