## POSITION DESCRIPTION

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Title:** | Secretary | **Agreed by employee:** |  |
| **Business Unit:** |  | **Approved by immediate manager:** |  |
| **Strategic Business Unit:** | Twin Countries STREAM Academy | **Approved by MHR:** |  |
| **Location:** |  | **Position Band:** |  |
| **Reports to:** | Director | **Date Prepared:** |  |
| **Direct Reports:** | CEO | **Evaluation Date:** |  |

## JOB PURPOSE

As the Secretary at Twin Countries STREAM Academy, you will be at the heart of administrative operations, providing essential support to ensure the academy runs seamlessly. This role demands a detail-oriented and proactive professional with excellent organizational and communication skills. If you are ready to play a key role in supporting the academy's mission of excellence in STREAM education, we invite you to be a valuable member of our team.

## KEY FUNCTIONS AND RESPONSIBILITIES

**General Responsibilities**

1. **Administrative Support:**
   * Provide administrative support to the academy's leadership team, including the Head of School and other administrators.
   * Assist in managing schedules, appointments, and travel arrangements.
2. **Communication Management:**
   * Serve as the primary point of contact for internal and external communication, handling emails, phone calls, and inquiries.
   * Draft, proofread, and edit correspondence, reports, and documents.
3. **Meeting Coordination:**
   * Coordinate and schedule meetings, prepare meeting agendas, and record minutes.
   * Ensure meeting spaces are prepared, and necessary materials are available.
4. **Record Keeping:**
   * Maintain accurate and organized records, including student records, staff records, and other administrative documents.
   * Create and manage filing systems for efficient document retrieval.
5. **Visitor Reception:**
   * Greet visitors, parents, and guests in a friendly and professional manner.
   * Provide information and directions as needed.
6. **Event Support:**
   * Assist in organizing and coordinating events, workshops, and school functions.
   * Support logistics, RSVP tracking, and coordination of event materials.
7. **Office Supplies Management:**
   * Monitor and maintain office supplies inventory.
   * Place orders for office supplies and equipment as needed.
8. **Data Entry:**
   * Perform data entry tasks accurately and in a timely manner.
9. **Confidentiality:**
   * Handle sensitive and confidential information with discretion and professionalism.
   * Ensure compliance with privacy and data protection regulations.
10. **Collaboration:**
    * Collaborate with other administrative staff to ensure a cohesive and efficient work environment.
    * Provide support to various departments as needed.

**Knowledge and Skills Required**

1. **Proven Experience:**
   * Demonstrated experience in administrative roles, preferably in an educational setting.
   * Proficiency in office software and equipment.
2. **Organizational Skills:**
   * Exceptional organizational skills with the ability to multitask and prioritize.
   * Detail-oriented approach to tasks and responsibilities.
3. **Communication Skills:**
   * Strong written and verbal communication skills.
   * Professional and courteous communication with internal and external stakeholders.
4. **Tech Proficiency:**
   * Proficient in using Microsoft Office Suite (Word, Excel, PowerPoint) and other office software.
   * Familiarity with student information systems is advantageous.
5. **Customer Service:**
   * Excellent customer service skills with a positive and welcoming demeanor.

**Qualifications**

* **High School diploma; additional administrative certifications are a plus.**