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**MOUNT ALBERT GRAMMAR SCHOOL**

**Job Description**

**Senior Administration Secretary**

**Responsible to**: Associate Principal, Director of Finance and Operations

**Functional Relationships with:** Headmaster*,* PA Headmaster, Senior Leadership Team, Board of Trustees

**Hours of Work:** Full time (Term Time only)

**Objectives:**

* To provide administration assistance to the Associate Principal
* To provide administration assistance to the Board of Trustees

**Work Hours:**

To include but not strictly limited to:

* Week days during the school term
* After hours as required to meet the needs of the Board of Trustees, this includes monthly meetings and Discipline Committee Meetings.

**Person Specification:**

* Honest
* Reliable
* A high level of professional integrity
* Committed to completing tasks to a high standard
* Responsible and show initiative
* Ability to communicate with clarity and conciseness
* Ability to follow instructions and work unsupervised
* Flexibility
* Ability to handle pressure and stress
* Ability to communicate with a range of people, ethnicities and cultures
* Ability to pay attention to detail
* Be a team player; as you will be required to work closely with other members of the team

**General Job Description**:

* Board of Trustee’s Secretary

Collation of the monthly Headmasters’ report to the Board of Trustees

Minute taking at the Finance Sub Committee Meeting

Minute taking at the Board of Trustee Meeting

Collation and sending of agenda and minutes

Oversight of the election for the student representative on the Board of Trustees

* Administration of Student Discipline (Stand downs and Suspensions)

Complete documentation for Stand Downs and Suspensions, as required by the Associate Principal

Complete documentation for Stand Downs and Suspensions, as required by the Director of Boarding

Attend and minute taking for the Discipline Committee hearings

Liaise with the Chair of the Discipline Committee about any matters following a Board hearing

Maintain all Stand Down and Suspension files

Update ENROL as required

Maintain the Stand Down and Suspension registers

* Administration Support

Overview of the administration of all Education Outside of the Classroom (EOTC)

Preparation of the School Weekly Diary

Updating and co-ordinating the Associate Principal’s diary

Provide secretarial support in the preparation of manuals

Co-ordination of the stationery requirements for courses

Organisation and purchasing of catering requirements for school functions e.g. staff lunches, morning teas, events etc

Minute Pool Trust meetings

Manage bookings for W.O. H Gibbs Room, Board Room, Meeting Room

Typing as required for SLT and the Archivist

Cover for the main reception and Headmaster’s PA as required

**Signed:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Senior Administration Secretary**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Headmaster, Mount Albert Grammar School**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**