



THE MOMBASA PARENTS CLUB (THE NYALI SCHOOL)

CAREER OPPORTUNITIES

THE SCHOOL SECRETARY

POSITION SUMMARY

The School Secretary position reports directly to the Principal and works closely with all staff, parents, guardians, and students by providing information and support when required.

The secretarial role is highly visible and varied, providing a comprehensive and confidential high-level administrative role in support of the school's mission and vision.

Key Responsibilities

- Ensure that the Principal has excellent administrative support to enable him to focus on high-level management issues.
- Manage back-office operations in the Principal's office and provide secretarial support to all the staff.
- Ensure that the Principal's diary is well managed, set reminders for meetings, the organization of meetings, and maintenance of confidential documents and files.

- Provide support to the Principal in the prioritization of his workload and responding appropriately, and filtering requests on his behalf
- Develop and maintain a well-organized filing system for all correspondence, reports, and reference material related to the Principal's work
- Provide secretarial support to the Principal by organizing meetings, preparation of agendas, minutes, and board papers, and liaising with Board committee members as required.
- Maintain an accurate record of staff meetings – notices, attendance records, and minutes of meetings;
- Organizing correspondences and following up on pending matters with limited direction.
- Perform any other duties as requested by the Principal.
- Communicate with parents, teaching staff, students, board members, and the public.
- Perform clerical duties for the school administration and teaching staff.
- Respond to phone call, coordinate meetings, and complete general office tasks.
- Maintain attendance, payroll changes, and other records for staff, students and parents.
- Manage the admissions process from end to end

Qualifications:

- Diploma in Secretarial studies, Business Management, or the equivalent
- Exceptional computer literacy

Experience:

- A minimum of 3 years working as a Secretary in a school, preferably in the private school
- Experience working in a complex company environment with matrix reporting

Skills (technical/behavioral):

- Strong planning and prioritization skills, loyalty, and a high level of confidentiality
- Ability to multi-task and maturity to handle a range of situations
- Outstanding oral and written English communication skills
- Strong personality, team player, with a high level of integrity
- Excellent interpersonal skills, meticulous and thorough
- An understanding of corporate governance protocol
- Highly developed organizational skills and ability to work under tight deadlines

LAB TECHNICIAN

KEY RESPONSIBILITIES FOR THE ROLE

- Liaising with science teaching staff on their needs for practical work and maintaining an efficient system for the use and allocation of materials and equipment, setting a priority system where necessary.
- Advising science teaching staff on technical components of the curriculum.
- Assisting science teaching staff with demonstrations.
- Assisting science teaching staff in instructing students on the use/care of equipment.
- Advising and assisting science teaching staff in safety matters relating to the science laboratory.
- Demonstrating laboratory techniques to science teaching staff/students.
- Setting out equipment and materials for the classroom/department.
- Using clear classroom demonstrations.
- Maintaining a safe chemical storage/handling/disposal system in accordance with current regulations.
- Assisting with the security of the science laboratory and equipment.
- Maintaining an inventory of equipment and annual stocktaking.
- Keeping a record of the consumables used regularly and maintain adequate supplies of them (including chemicals).
- Acquiring relevant catalogs and price lists.

- Ordering equipment and chemicals in consultation with the manager.
- Assisting with labeling, storage, stock-taking and ordering of equipment and chemicals.
- Servicing and clean simple laboratory apparatus/equipment.
- Developing maintenance procedures for laboratory equipment and organize maintenance where required.
- Reporting damages to equipment and arrange repairs.
- Conducting safety audits for the laboratories.
- Evaluating and selecting equipment, and make recommendations for purchase to Science Coordinator.

SKILLS AND QUALIFICATIONS REQUIRED

- Diploma or certificate in Science Laboratory Technology in Physics, Chemistry and Biology from a recognized institution.
- At least 3 years of working experience in a recognized secondary school or equivalent institution.
- Able to prepare students' practical work up to Grade 9 level with minimum supervision.
- You are flexible and open to change - you handle uncertainty, complexity and ambiguity well.
- You are a problem solver - you are proactive in identifying issues and address these thoroughly by making effort to find appropriate solutions.

JOB APPLICATION PROCEDURE

If you are qualified and motivated to work in a dynamic school like ours, we would like to hear from you.

Kindly submit your hard copy application accompanied by a detailed CV and testimonials to the school or email info@nyalischool.sc.ke

Address to:

**The Hon. Secretary,
Mombasa Parents Club,
P.O Box 81050-80100.
Mombasa**

Indicate the vacancy applied for as the email subject.

*The same should be submitted not later than **31st of May 2023.***