



THE MOMBASA PARENTS CLUB THE NYALI SCHOOL

CAREER OPPORTUNITIES

THE SCHOOL SECRETARY

POSITION SUMMARY

The School Secretary reports directly to the Principal and works closely with all members, staff, parents, guardians, and learners 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

- Give administrative support to the principal 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 office work.
- 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 and Experience

- Diploma in Secretarial Studies, Craft Certificate in Secretarial Studies Single and Group Certificates in Secretarial studies Stage 111 (shorthand, Typewriting or Computerized Document Processing, Business English, office Practice 1 and 11/Secretarial Duties(KNEC).
- Exceptional computer literacy with a bias in Microsoft Word and Excel.

- A minimum of 5 years working in an educational institution or any other similar or competitive organization.
- Experience working in a complex company environment with matrix reporting.

Skills/Competencies

- Strong planning and prioritization skills 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.

JOB APPLICATION PROCEDURE

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

Address to:

**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 **28TH of FEBRUARY, 2025.***