

Job Description

Secretary



Position Title	Secretary	Reporting to	Operation Manager
Position Function	Admin Staff		
1. Position Purpose			
The Secretary is accountable for providing high-quality administrative support to the school's senior leadership team.			
2. Key Responsibilities			
As Secretary, you will be expected to:			
<ol style="list-style-type: none"> 1. Provide high-quality administrative services to the school's senior leadership team, including but not limited to diarising, management of incoming communications, and the drafting of outgoing communications. 2. Monitor daily and scheduled engagements, ensuring that high-quality briefings are provided in a timely manner, and liaise with all parties prior to the engagements. 3. Provide secretariat services to internal and external engagements, including the preparation of agendas, minutes, and action items. 4. Provide prompt, courteous, and effective communication to internal and external stakeholders on behalf of school leaders, as required. 5. Collaborate with other administrative staff to ensure smooth operations across different school departments. 6. Determines the priority of incoming communications and requests for meetings with senior leaders. 7. Ensure respectful relations are maintained with stakeholders through effective communication mechanisms. 8. Support the planning, coordination, execution, and review of school-wide projects and events under the direction of senior school leaders. 9. Create, maintain, and regularly update records and databases, ensuring that sensitive and confidential information is securely handled and stored in accordance with school policy and UAE regulations. 10. Manage any other administrative duties as assigned by senior leaders such as arranging travel, ordering supplies, and managing expenses. 			
Any other additional tasks that are deemed relevant to this position.			
3. Health, Safety and Safeguarding Responsibilities			
<ol style="list-style-type: none"> 1. Strategy: Positively contribute to Health and Safety and Safeguarding improvement strategies within Yas School and the wider organisation. 2. Policy and Compliance: Familiarise self on Health and Safety and Child Safeguarding policies and procedures. Support, as necessary with adherence and awareness to the policies. 3. Incident Reporting: Ensure Health and Safety and Safeguarding concerns are escalated and reported on the appropriate platforms within Yas School and the wider organisation. Fully adhere to incident reporting requirements at Yas School. 4. Training and Awareness: Ensure timely completion of Health and Safety and Safeguarding training courses provided for your role. Seek out training opportunities as relevant to improve safety within Yas School and the wider organisation. 5. Emergency Preparedness: Be aware of Yas School's emergency response procedures and ensure you partake in mandatory drills. Where you have responsibility for a child, ensure their transport means (own or bus) as well as any medical needs are known and communicated as appropriate. 			

Job Description Secretary



4. Key Interactions	
Internal	External
<ul style="list-style-type: none">• MOE HQ• Principal• Executive Assistant• Secretary• Senior leadership team• Middle leaders• Teachers• Student facing support staff• Operations and support Staff• Students	<ul style="list-style-type: none">• Parents• School partners• School visitors• Relevant government entities• External service providers
5. Qualifications and Experience	
Educational Qualifications, Professional Certifications and Experience: <ul style="list-style-type: none">• Certificate IV in Business Administration/ related field.• Proficiency in English (demonstrated by a minimum IELTS score of 6 or equivalent).• Proficiency in Arabic is a requirement.• Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).• 2 years' experience in a similar role, preferably in an educational setting.	