



<b>VACANCY ANNOUNCEMENT – ADMIN SECRETARY (COMMUNICATIONS OFFICE )</b>	
<b>Title:</b> Admin Secretary	<b>Department :</b> Administration
<b>Reporting to:</b> CEO	<b>Duty Station:</b> Administration Office
<b>Date of Issue :</b> Friday 31 <sup>st</sup> March 2023	<b>Deadline Date:</b> Friday, 16 <sup>th</sup> April 2023
<b>Liaising with:</b> CEO. Section Heads, School Administrator. Registrar, Section/Functional Leadership Team/s teaching /support staff and external stakeholders.	
<b>Job Summary:</b> Premier Academy is a leading British Curriculum School with a strong reputation for academic strength and all round excellence in nurturing model citizens of the world. We wish to recruit a talented Admin Secretary to join our team. The Admin Secretary will be responsible in ensuring smooth flow of communication, providing administration support and ensuring efficient operation in the office.	

#### **Duties and Key Responsibilities:**

- Analyzing quality assurance report and identifying issues arising from them for the attention of the process owner.
- Responsible for ensuring the administration and accurate appropriate recording of QMS records and related documentations.
- Maintaining and ensuring accuracy of student's records in liaison with the Registrar.
- Ensure Real time submission of student's attendance when requested.
- Provide a bridge for clear communication and maintain credibility, trust and support between the CEO's office.
- Managing and recording parents' concerns and complains and maintaining records of the same.
- Managing the Academy's calendar of activities.
- Assist the Academy to manage its Social media pages.
- Ensure that work is carried out in accordance with the Academy's value, equality aims, policies and procedures.
- Pre-event organization, on the day management, post-event communication, reporting, analysis and reviewing reports.
- The job holder will also attend to any other duties that may be allocated from time to time/ floating secretary.

#### **Essential Qualification and Experience:**

- Diploma in Secretarial Studies
- Experience: A minimum of 3 years' experience in a similar position.
- Must be a committed individual who is passionate to work with colleagues and pupils.
- Ability to multitask and have good command of English Language.
- Proficient in ICT Office Technologies, Word Processor, Spreadsheet Databases and Presentation

#### **Preferred Skills and Knowledge**

- Good knowledge of administrative duties and key success factors and one who is able to uphold and respect administration ethics and to conduct activities with integrity.
- A team player who demonstrates patience, flexibility and honesty.
- A self-starter, who is able to plan and manage his/her own work, takes initiative and strives to meet deadlines.

**Application Process:** If you are qualified and motivated to work in a school with an international curriculum, we would like to hear from you. Kindly submit your application through our school website portal:

<https://premier-sri.ac.ke/careers/> not later than Friday, 16<sup>th</sup> April 2023