



# THE OVERSEAS SCHOOL OF COLOMBO

Pelawatte, P. O. Box 9, Battaramulla

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**OSC Mission:** *“OSC develops the whole person as a responsible learner striving for personal excellence within a culturally diverse school”.*

## Position: Executive Secretary

**Reports to:** Head of School

**Department(s):** Head's Office

**Collaborates with:** All divisions and departments

### **Qualifications/Experience:**

- G.C.E. (A/Ls) preferred
- A professional qualification in secretarial practice and/or advanced diploma/degree in Business Administration or related field
- Minimum of 10 years experience in a senior capacity in the relevant field
- Positive attitude and commitment to the OSC mission

### **Preferred Skills**

- Discretion with confidential information
- High level of accuracy and attention to detail
- Ability to build good working relationships with people at all levels at OSC
- Good spoken and written communication skills
- Tactful and approachable but assertive manner
- Fairness and objectivity
- Ability to work under pressure and to deadlines
- Good administrative and computer skills
- Good organizational ability
- Diplomacy

### **Overall responsibility:**

Providing executive and confidential secretarial services to Head of School & Board of Directors.

### **Key Areas of Responsibility:**

- As Executive Secretary, to be responsible for the planning of work in the Head's Office.
- To provide executive and confidential secretarial services to the Head including the co-ordination of all communications to and from the Head's office.
- Maintenance of the school's Administrative Procedures Manual and the Financial Procedures Manual.
- Taking minutes of the Extended Admin Meetings and dissemination of the minutes including preparation of the agenda.
- To liaise with parents, students, teachers and others seeking to meet with the Head.
- Responsible for checking the official school email daily on a regular basis.

- To prepare the weekly Newsletter - and upload on school system and website and email the link to all parents every Friday.
- Liaising with Website company re. uploading of weekly newsletter.
- To prepare general correspondence and documentation from the Head pertaining to all departments/sections within the school.
- To co-ordinate communications and work between the Head and other sections or departments within the school.
- To provide secretarial services to the Board of Directors including preparation of Board meeting agendas, collection, collation and presentation of Board information and the recording of discussions and decisions (minutes) at Board/Board Executive Meetings and Board Committee Meetings.
- To be responsible for maintaining Board/Committee minutes, Teacher Appraisal files and files pertaining to the Head's Office.
- To be responsible for the arrangement of Board & Committee meetings and Board Retreats within the school and out of school.
- Preparation of information packages for new expatriate teachers prior to their arrival.
- Preparation of all orientation schedules for the New Teacher Orientation/Full Faculty Orientation and New Student-Parent Orientation at the beginning of a new academic year and dissemination of same. Organising arrangements for all Orientation days/lunches, held in August (prior to start of new academic year).
- Preparation of School Calendar and co-ordinating printing of the calendar with the Printer.
- Handling of all details/preparation including travel and hotel arrangements with regards to Head of School's attendance at overseas recruitment fairs and other conferences. Preparation of information needed for recruitment.
- Responsible for renewing association memberships e.g. CIS, MSA, NESAs, ISS, AAIE, AISH, Principals Training Centre etc., and updating the school's profile on some of the sites.
- Responsible for Emergency Call-Out System.
- Responsible for organizing staff parties, Board 'welcome back' reception and leaving teachers' farewell and their gifts.
- AGM nominations/general assistance.
- Any other duties assigned by the Head.

**Specific Areas of Responsibility:** Adherence to the OSC Performance Standards (refer to personnel documents)

**Minimum term of contract**

1 year renewable contract after successful completion of probationary term as laid out in the OSC personnel document

**Remuneration**

Will be awarded according to qualifications and experience

Ref:JD-Executive Secretary: Admin. Prof Office staff/Job Descriptions/pf  
:sdeA