



THE OVERSEAS SCHOOL OF COLOMBO

Pelawatte, P. O. Box 9, Battaramulla

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

UPDATED: March 2019

JOB DESCRIPTION

Title or Position: Secretary – Student Centre

Reports to: Head of Department

Department(s): Student Centre

Collaborates with: All divisions and departments

Qualifications/Experience:

- G.C.E. (A/Ls) preferred
- A professional qualification in secretarial practice
- Minimum of 5 years' experience in a secretarial capacity
- Positive attitude and commitment to the OSC mission

Preferred Skills

- Good spoken and written communication skills
- Excellent organizational ability with good time management skills
- Discretion with confidential information
- Accuracy and attention to detail
- Ability to build good working relationships with people at all levels at OSC
- Good customer service skills
- Multi-tasking ability
- Flexible and adaptable attitude to change
- Calm and professional manner
- Ability to work on your own initiative
- Excellent administrative and computer skills
- Event management skills

Overall responsibility:

Providing secretarial services to the Student Services Department.

Key Areas of Responsibility:

- As the Secretary, to be responsible for the planning of work in the Student Centre.
- To provide secretarial services to the Head of Department/s including the co-ordination of all communications to and from the Student Centre.
- To liaise with parents, students, teachers and others seeking to meet with the respective Head of Department.
- Responsible for checking the official school email daily on a regular basis.
- To prepare general correspondence and documentation from the Student Centre pertaining to all departments/sections within the school.
- To co-ordinate communications and work between the Student Centre and other sections or departments within the school.
- To be responsible for the arrangement staff meetings and taking departmental meeting minutes.
- Any other duties assigned by the Head of Department or his/her designate.
- Managing and updating relevant student related applications and records.
- Managing school related events pertaining to students.
- Liaising with external organizations including government bodies for student documentation purposes.
- Support with the logistics related to staff professional development programmes.

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- Secretary Student Services: Admin. Prof Office staff/Job Descriptions/pf
:sdeA