

1. OVERVIEW

- 1.1. The IB Secretary is appointed by the secondary principal and reports to the PYP, MYP coordinator and DP coordinator.
- 1.2. The IB Secretary is responsible for scheduling and organizing exams / events / reports, managing, compiling & collating the school filling system & database, assisting the coordinators with various important and confidential day to day activities, assisting other teachers & staff, performing various higher level administrative functions, training regarding school software and reports.

2. EXPECTATIONS

It is expected that the IB Secretary will:

- 2.1. Demonstrate an explicit commitment to the philosophy, mission and vision of the school as determined by the Head of School.
- 2.2. Be aligned with and promote the School's vision, mission, identity, and core values.
- 2.3. Keep abreast of the competencies and skills required of the position.
- 2.4. Communicate effectively with all school constituencies as appropriate.
- 2.5. Maintain an effective working relationship with colleagues, Co-ordinators, Heads of Departments and members of the Educational Leadership Team.
- 2.6. Be familiar with the operational practices and expectations of the school.
- 2.7. Adhere to the school policies and guidelines.
- 2.8. Attend all the meetings as per the requirement of the Head of School and Senior Leadership Team.

3. DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the IB Secretary to the PYP, MYP and DP coordinators include:

- 3.1. Updating notice board, uploading, downloading, amending, archiving of important files or folders, organizing, scheduling & assisting in different events, workshops, exams (for Learning and ELT Department as well) and meetings.
- 3.2. Preparing, generating, exporting (other applications), updating, extracting and converting (from PDF to Microsoft office applications) confidential reports, student reports and other documents.
- 3.3. Printing, photocopying, collating and scanning of confidential documents/reports.
- 3.4. Managing, tracking, filing, compiling and updating all exams and school database & also managing database on google drive, managebac and iSAMS.
- 3.5. Preparing different kind of labels as and when requires.
- 3.6. Sending reference letters, attendance reports, transfer certificates, different subject admission tests and other confidential reports to different school and universities of the students as requested by the parents.
- 3.7. Designing and printing different house points certificates of the students as and when require by the senior management team.
- 3.8. Managing and handling digital signage for secondary school.

The Job Description is a guide only and is not intended to be exhaustive or exclusive list of duties of this position. It is subject to review and modification by Head of School at any time in response to the changing needs of the school.