

Admin Secretary needed for NGO Home Leone

Destiny Grace Academy JSS – Admin Secretary

Purpose: To organise and maintain the administrative office of the Junior Secondary School

Location: In Newton, Sierra Leone, at 4-mile junction.

Reporting to: Head of JSS

Main Responsibilities:

1. Reporting to management on matters necessary.
2. Attending meetings and taking minutes.
3. Typing up minutes and sharing them with attendees of meeting within 24 hours of meeting.
4. Organising external visitors.
5. Processing, typing, editing, and formatting reports and documents as requested by heads of school and EP.
6. Filing documents, as well as entering data and maintaining databases e.g. school fees; medical reports; student absences; student attendance etc.
7. Collecting class registers and inputting data to database – share with heads of school weekly.
8. Making phone calls to parents and external personnel when necessary e.g. medical
9. Printing and photocopying resources as requested by teaching staff.
10. Directing internal and external calls, emails, to designated departments.
11. Ensuring school internet is topped up.
12. Arranging and scheduling appointments, meetings, and events.
13. Monitoring and organising office supplies and ordering replacements.
14. Assisting with copying, scanning, faxing, emailing, note-taking, and travel bookings for heads of school and EP.
15. Preparing facilities and arranging refreshments for events, if required.
16. Suggesting more efficient ways to conduct admin tasks.

Qualities, skills and experience.

- 1 A committed individual with a vision and passion for the importance of education in breaking the cycle of poverty and injustice.
2. Holds to the mission and values of Home Leone.
3. Is highly organised and pro-active with a task-oriented mindset.
4. Demonstrates a team player attitude and works well with others.
5. Highly skilled on the computer and is familiar with a range of administrative office machinery.
6. Holds BECE and WASCEE

To apply, please email you CV to louise.wright@homeleone.org or call 033-44-

31-76