

## School Secretary Needed-Sango, Ogun State.

### Description

We are seeking a dedicated and organized School Secretary to join one of our partnered schools. The ideal candidate will play a crucial role in ensuring the smooth administrative operations of the school, providing efficient support to both staff and students. As the School Secretary, you will be responsible for managing day-to-day administrative tasks, handling communication, and contributing to the overall positive atmosphere within the school.

### Responsibilities

Front Desk Management:

Greet visitors, parents, and students in a friendly and professional manner.

Answer phone calls, take messages, and direct inquiries to the appropriate personnel.

Administrative Support:

Assist in organizing and maintaining office files, records, and databases.

Handle incoming and outgoing correspondence, including emails and letters.

Prepare and distribute school-related materials.

Student and Staff Support:

Provide administrative support to teachers, staff, and school leadership as needed.

Assist in the enrollment process, maintaining student records, and updating contact information.

Scheduling and Coordination:

### Hiring organization

Molly Distinct Consult Jobs

### Employment Type

Full-time

### Beginning of employment

September 2024

### Job Location

Sango, 100276, Sango , Ogun State, Nigeria

### Base Salary

# 40,000 - # 45,000

### Date posted

July 22, 2024

#### Scheduling and Coordination:

Manage the school calendar, scheduling appointments, meetings, and events.

Coordinate logistical aspects of school functions, such as parent-teacher conferences.

#### Communication Liaison:

Act as a point of contact for communication between parents, teachers, and school administration.

#### Attendance Monitoring:

Maintain accurate attendance records for students and staff.

Communicate with parents regarding student attendance matters.

#### Office Supplies and Equipment:

Monitor and replenish office supplies as needed.

Ensure the proper functioning of office equipment and coordinate repairs when necessary.

#### **Qualifications**

Proven experience as an administrative assistant or secretary, preferably in an educational setting.

Strong organizational and multitasking skills.

Excellent verbal and written communication abilities.

Proficient in MS Office Suite and basic computer applications.

Attention to detail and accuracy in data management.

Discretion and confidentiality in handling sensitive information.

Ability to work effectively in a collaborative team environment

### **Job Benefits**

By joining this school as a School Secretary, they can offer you:

A competitive salary

A supportive team of teachers, support staff and senior leaders

Excellent school facilities

Opportunities for CPD

A hard working but welcoming working environment.

### **Contacts**

By registering with Molly Distinct Consult, we can offer you:

We attract top education talent and in return offer attractive salary.

Full interview preparation and assistance – so you're fully prepped and confident, increasing your chances of success

Help with lesson planning – our support doesn't stop once we've secured you a placement

Free social and networking events to get to know your peers and consultants

Job Type: Full-time

Pay: ₦40,000.00 – ₦45,000.00 per month

Application Question(s):

Where in Ogun State do you live currently?

Education:

Undergraduate (Preferred)

Experience:

Secretary: 5 years (Preferred)

Expected Start Date: 30/08/2024