

Job Description of Secretary - Little Nest Preschool

Position Summary:

The Little Nest Preschool Secretary plays a vital role in supporting the administrative operations of the Little Nest Preschool. Reporting to the Head of Student Life, the Secretary ensures the smooth and efficient running of day-to-day school functions. This role involves communication, coordination, record-keeping, and logistical support in various aspects of school administration and community engagement.

A critical aspect of this role is the ability to handle sensitive information with the utmost discretion. The Secretary is expected to uphold the highest standards of confidentiality and professionalism in all internal communications and data management.

Key Responsibilities:

Administrative Support:

- Provide secretarial and administrative support to the Little Nest Preschool Office.
- Prepare and distribute official correspondence including emails, letters, and memos.
- Maintain and update the school calendar, ensuring timely dissemination of important dates.
- Handle incoming and outgoing mail and deliveries.
- Ensure adherence to school policies, procedures, and confidentiality standards at all times.
- Maintain strict confidentiality regarding sensitive student, staff, and operational data, as well as internal communications.
- Perform other administrative duties as assigned by the leadership team.

Communication and Coordination:

- Serve as the first point of contact for visitors, parents, and students.
- Respond to inquiries via email, phone, or in person promptly and accurately.
- Communicate announcements and updates to staff, students, and families.
- Schedule and coordinate meetings, events, and appointments for school leadership and staff.
- Participate in regular meetings with the leadership team.

Student and Staff Support:

- Maintain student data such as attendance and punctuality.
- Maintain calendars of student and staff birthdays and coordinate celebration logistics.
- Notify relevant stakeholders in advance for celebration preparations.
- Coordinate decoration themes and materials for events.
- Oversee event setup to ensure proper arrangements are in place.

Event and Activity Coordination

- Assist in planning and organizing school events, Parent-Teacher Meetings (PTMs), and extracurricular activities.
- Maintain accurate information and respond to queries related to clubs, schedules, and membership.
- Answer phone calls and provide updates on ongoing and upcoming activities.

Perform other duties as assigned by the Head of Early Childhood and Head of Student Life.

Qualifications and Experience

- Proven experience in an administrative or secretarial role, preferably in an educational setting.
- Familiarity with school operations and early years environments is an asset.
- Proficiency in MS Office Suite (Word, Excel, Outlook) and other office management tools.

Skills and Competencies

- Excellent verbal and written communication skills.
- Strong organizational and time-management abilities.
- Detail-oriented with the ability to multitask effectively.
- Professional, courteous, and service-oriented approach.
- Ability to work collaboratively as part of a team and independently when needed.
- High level of discretion and integrity in handling confidential information.