



## JOB DESCRIPTION

### **Position: Elementary School Secretary / Personal Assistant to the Principal**

<i>Contractual Level:</i>	4
<i>% FTE:</i>	100%
<i>Working hours:</i>	Monday to Friday, 8.00am to 5.00pm, 60-minute lunch break
<i>Contract duration:</i>	Fixed Term, with the possibility of extension

### **Reports to: Elementary School Principal**

#### **Safeguarding:**

Marymount International School Rome is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment and understand that the child's welfare is our paramount concern. Every child should feel safe and protected from any form of abuse which, in this policy, means any kind of neglect, non-accidental physical injury, sexual exploitation or emotional ill-treatment. The School should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

#### **Job Summary:**

The primary objective of the role is to provide direct support to the Elementary School Principal in a calm, professional manner and with utmost confidentiality. Being one of the four most senior leaders of the School, the Principal's time is in significant demand, and the successful candidate for this role will need to be comfortable managing her schedule and ensuring that her administrative needs are appropriately prioritized.

The primary duties of the role are listed below, although it is noted that the role also includes any duties other than those listed which may reasonably be requested by a member of the Core Leadership Team, comprising the Head of School, School Principals, and Director of Finance & Operations.

#### **Duties and Responsibilities:**

- Keep the Principal's diary fully updated with all appointments and school events, and ensure appropriate events are uploaded onto the School portal.
- Perform general secretarial duties including but not limited to compiling staff attendance lists, substitution lists, student rosters, and student attendance lists; taking minutes for team meetings; making updates to handbooks, safeguarding rosters, and other documents.
- Answer and screen telephone calls and provide information, take messages, or transfer calls as

appropriate.

- Arrange meetings for the Elementary Principal.
- Type correspondence on behalf of the Elementary Principal and dispatch upon approval.
- Coordinate all correspondence between the Elementary Principal and students, parents, teachers, and staff, ensuring emails are addressed on a same-day basis.
- Maintain and update student and Elementary staff master information in PowerSchool, including ensuring that staff addresses, email and telephone numbers are kept current.
- Print and dispatch student schedules and all report cards to parents as requested by the Elementary Principal.
- Support teachers in the organization of student trips, conferences, and RSHM events, upon request of the Elementary Principal.
- Support the Principal in the organization of school events including Commencement Activities, and Moving Up Ceremonies.
- Maintain the supply of stationery in the Supplies Room and handle teacher and staff requests for supplies.
- Coordinate when required any student or teacher requests for technical support with IT.
- Communicate details of all teacher absences to the Business Office on a daily basis.
- When required, coordinate maintenance requests between teachers and the Campus Services Coordinator.
- Coordinate orders of instructional materials and classroom supplies and review to ensure orders reflect current inventory in the Elementary School store room.
- Keep an extra set of keys for the Elementary School to be used for substitutes and organizing the substitution of broken keys.
- Assign substitution for Elementary School classes when required.

### **General Terms:**

- All employees are expected to embrace the Mission of the School and our values as stated in the Marymount Teacher and Learner Profile.
- All employees are required to comply with the School's Code of Conduct and all other School Policies.
- In particular, the Executive Assistant role is bound by the requirements of the Privacy Policy to exercise professional judgement regarding confidentiality of student and employee information.
- The School expects the individual in the role to be available outside working hours at specific peak moments, including during reporting periods, at the opening and closing of the year, for Back to School Nights, and parent information sessions.
- The default holiday schedule for the role is that of the support staff – i.e. 33 days per school year based on a 6-day schedule, plus public holidays.
- The School reserves the right to update this Job Description from time to time depending on evolving organizational needs.

### **Health and Safety:**

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control.
- Active participation in activities associated with the management of workplace health and safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace.
- Correct utilization of appropriate personal protective equipment.

### **Acknowledgement:**

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.