

20th July 2025

JOB DESCRIPTION: *Clerical Officer* ***(Responsible for School Data & Personal Assistant to the Principal)***

- **Grade/Level:** Clerical Grade (in line with Public/Church school clerical positions)
- **Reports to:** School Principal (or delegated member of the school leadership team)

Purpose of the Position

The Clerical Officer is responsible for providing administrative, secretarial, and information management support to ensure the smooth and efficient functioning of the school office. The role includes maintaining the School Management Information System (MIS) and serving as a Personal Assistant to the Principal.

Key Responsibilities

1. Administrative and Secretarial Support

- Perform general office duties including filing, document preparation, correspondence, and answering phone calls.
- Support other clerical staff during absences or peak periods.
- Assist in organizing internal school events, staff meetings, and the preparation of examination materials.

2. Support to the Principal and Leadership Team

- Provide administrative support to the Principal, including managing schedules, appointments, and correspondence.
- Prepare documentation and assist with coordination for school key events and celebrations.
- Manage confidential and sensitive information with discretion.

3. Management of the School MIS

- Maintain and update student records using the MIS platform.
- Generate reports for internal and external stakeholders as needed.
- Assist with the preparation of certification documentation such as SSQ&P and SEC.
- Keep accurate records of attendance, medical certificates, admissions, and other student-related matters.
- Issue and report student attendance records to the relevant authorities.

4. Additional Responsibilities

- Support the preparation of printed materials, including student photos, profiles, labels, certificates, and booklets and any other matter that may arise in a school secretariat context.
- Provide assistance to students, parents, and staff on administrative issues and on MIS related matters.
- Undertake any other duties as directed by the Principal or their delegate.