



## Job Description: School Secretary

<b>Job Title:</b> School Secretary	<b>Department:</b> Administration
<b>Reports to:</b> Principal's Secretary	<b>Effective Date:</b> July 2025
<b>Location:</b> Ooty, TN, India	

**About Hebron:** Established in 1899, Hebron School is an independently managed, multicultural international, co-educational residential school. Hebron School broadly follows the structure of the English National Curriculum, culminating in the International General Certificate of Secondary Education examinations (Standard 11), and the General Certificate of Education Advanced Level - AS examinations (Standard 12) and A2 (Standard 13). The school situated in Ooty, adjacent to the Botanical Garden is a lively, busy community in which gifts and talents of both staff and students have ample opportunity for expression and development.

### Job Summary:

The school needs to comply with Government and State requirements and this has led to the need for an administrator to work on large data projects to ensure compliance. Additionally, there are times when different departments are under a heavy workload and the Administrator will assist them during these periods as they arise.

S

### Responsibilities:

- Acting as first port of call after the receptionist for all student, staff and parent enquiries
- Maintaining and updating staff records and lists
- Assisting in the organisation of School events
- Maintaining archives of key School documents and events
- Overseeing printing of certificates for School leavers
- Producing bona fide letters for staff and students, including records needed for university applications
- Data entry and updating of School, State and Government systems
- Other relevant duties as directed by line manager

### Requirements:

- Bachelor's degree or equivalent
- Experience of working in an office environment
- Attention to detail when entering data
- Manage own workload efficiently to meet deadlines



- High level of computer literacy in MS Office and Google platforms
- Fluent and accurate written and spoken English
- Take initiative with tasks
- Display enthusiasm to be involved in the wider life of the School

**Preference:**

- Ability to work in Tamil

**Benefits:**

- Opportunities for professional development and growth.
- A supportive and collaborative work environment within the Academics department.
- The chance to contribute to the academic and personal growth of students in a diverse international school environment.
- A beautiful campus and access to excellent resources for teaching and learning

**Other information (if any):**

- Administrative staff are expected to work during half of the school holiday periods and have an additional 10 days annual leave which can be used during term time.

**How to apply:**

You can apply by submitting the [Preliminary Staff Application](#). For more details, please contact, Human Resource Assistant, at [hr@hebronooty.org](mailto:hr@hebronooty.org)