Hebron School,
Ooty, TN, India

Job Description: Principal's Secretary (Temporary)

Job Title: Principal's Secretary	**Department:** Administration
Reports to: Principal	**Effective Date:** January 2027 for 12 months
Location: 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 Principal's Secretary provides clerical and administrative support in order to optimise workflow procedures in the Principal's Office and within the wider school. This involves managing the Principal's diary and giving support in planning and distributing information to staff, students and parents as well as with outside organisations, other schools, and businesses.

Responsibilities:

Relating to the Principal:

- Receive phone calls, emails to the poffice@hebronooty.org inbox, and any post addressed to the Principal
- Schedule recurring meetings between the Principal and Leadership Team, Vice Principals, DSP, Heads of School, Head of Dorms, IG Coordinator, Head Accountant, Admissions Secretary, University Counsellor, Alumni Coordinator, Communications Manager, Facilities Committee and others as needed/requested.
- Maintain the Principal's diary.
- Provide administrative support as it relates to Council, Staff Contracts, relationships with other schools, and communications from the Principal.
- Take minutes for meetings as requested (i.e., Facilities Committee, Management Team etc.)
- Assist with Staff Retreat planning, scheduling and programme distribution to staff
- Assist with order of service planning for Commencement, Thanksgiving Service, Carol Service and other school services

Relating to Staff:

- Prepare, send & catalogue the weekly Staff Meeting Bulletin
- Manage the school calendar, updating events & holidays as needed
- Assist & manage the schedule of duties for Staff Meeting & prayer
- Prepare the Staff, Staff Children & Support Staff Birthday lists each semester
- Prepare Beginning & End of Term Schedules for Staff & Parents
- Prepare the holiday rota schedules & compile the master schedule for holiday cover
- Assist with departure process, including leaving events and gifts

HR Support:

- File all documentation (hard & soft copies) of staff disciplinary actions, contract & probation reviews, HoD reviews, relevant & pertinent information to Staff folders
- Monitor and liaise with the HR Department regarding interviews, writing appointment letters, & issuing contracts as needed
- Track & report on staff absences, loss of pay, Travel Allowances at contract end, gratuities, and encashment issuance

- Track Staff on the School Medical Policy and those on their own policy and report to Accounts Office & Hoz
- Assist with the maintenance of the school database (staff & student information)

Hebron School's Association Council:

- Arrange & book all travel & accommodation for Council Members for in-person meetings
- Prepare attendance lists for the AGM & Council meetings
- Maintain the official registers of AGM & Council minutes
- Miscellaneous Tasks:
- Schedule & arrange all details for the Christmas Fayre & Spring Sale
- Send invitations to local community members for prominent school events such as the Drama Festival and Christmas Carol Service
- Keep the AHESSN list of schools & Heads up to date
- Maintain the annual scrapbook with schedules, events, programmes & other information of interest for the school archives
- Ensure a copy of all keys are kept, & updated when needed, in the Principal's Office
- Maintain a register of all items going in and out of the safe in the Principal's Office
- Design & print all achievement awards & graduation certificates for leavers at year-end
- Organise prize distribution to leavers

Requirements:

- Post-Secondary Bachelor or equivalent
- Administrative training/experience
- Proficiency in the use of computer technology & various software related to scheduling including Google Workspace
- Working knowledge of Microsoft Office including Excel, Word and Database Management
- Previous office coordination or management skills
- Excellent personal and communication skills – both written and verbal
- Highly organised & self-motivated

Preferences:

- Competency with basic publishing & design skills (schedules, flyers, invitations, certificates etc.)
- Attention to detail
- Friendly & approachable demeanour
- Ability to juggle & manage a multitude of tasks & responsibilities

Benefits:

- Opportunities for professional development and training.
- A supportive and collaborative work environment within a school community.

Other information:

- As this is a job in which one sits for long hours at a desk, an active lifestyle outside of office hours is recommended
- Requires dedication, commitment and an attitude of service
- Due to the nature of the boarding school environment, working overtime or longer hours may be required from time-to-time
- Prepared to take holidays according to the Admin Staff policies (50% of Teaching & Dorm Parent Staff)

How to apply:

You can apply by visiting the vacancy page on our website and submitting the online application form. For more details, please contact, Human Resources, at ***hr@hebronooty.org***

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