



### **Position: Elementary Receptionist**

The Secretary is responsible for ensuring that the Elementary Office and all office-related matters run smoothly and for dealing with routine procedures and school operations, thus permitting the Principal to carry out his/her responsibilities more effectively.

**Reports to:** Elementary Principal

**Time commitment:** Part-time (7:30 - 11:30)

### **Qualifications and Experience**

- Written and spoken fluency in English and Spanish.
- 2+ years experience as a secretary or related
- Computer experience

### **Primary Responsibilities**

- Administrative matters involving students, including: Checking daily student attendance, reminding teachers daily to do attendance, reporting on students who do not board assigned buses. Submitting all invitation bus slips through the intranet. Organization of aspects of promotion ceremonies ( program preparation, diplomas, award certificates). Printing and issuing presidential award certificates. Completing international and national purchases. Filing Quarter 4 report cards.
- Organizing student attendance reports on a daily and monthly basis and following up on attendance for administrators and parent reports. Maintaining early departure slips for students leaving early with a note from parents. Updating early departures on PowerSchool.
- Locating students when they are needed at the office, making calls for students when needed, especially when they were not picked up in the afternoon or when After School Activities are canceled.
- Administrative matters concerning Elementary relations with parents including providing information regarding schedules and activities.
- Administrative matters related to teachers, including: distributing internal and external information, maintaining a regular stock of supplies for the office including paper, forms, toner, office supplies, etc., updating teacher/staff birthday dates, staff extension numbers, assisting with staff filing, updating the attendance staff book.
- Administrative matters to other departments at school such as acting as a liaison between the Communications Office and the Elementary School. Entering work orders on intranet when needed.



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- Maintain positive public relations with school and parent communities by appropriately greeting parents, visitors, teachers, and students, and assisting them as needed.
- Working in collaboration with both secretaries.
- Answering other telephone extensions as support when needed.

### **Skills**

- Excellent human relations skills in order to communicate effectively with both host country and international parents
- Ability to connect with young children, communicating clearly and kindly with them.
- Highly organized.
- Professional attitude and excellent problem-solving skills

If you are interested in applying for this position, and to submit your CV to María de los Ángeles Morgan at [mmorgan@nido.cl](mailto:mmorgan@nido.cl) until August 30.