

Job Description of IGCSE Secretary

The IGCSE Secretary will provide administrative/ secretarial support to the IGCSE Office and act as Secretary to the Deputy Head of the International Curriculum. S/He will be involved in the day to day functioning, communications and overall smooth running of the administration of the Program.

Preparation of IGCSE Materials

The IGCSE Secretary will inform parents via e mail of the timing and venue of the orientations for Grades 8, 9 and 10 and prepare promotional material for the IGCSE program to be used in the same.

He will also prepare material (both electronic and printed) for Subject choice presentations and make necessary arrangements for the same with help of Housekeeping Facilities.

Communication with Parents

The IGCSE Secretary will need to communicate electronically to parents all School Circulars regarding class trips, deadlines IGCSE regulations and compliances.

Coordinate any requests for replacement student ID cards with the Head of Administration.

Student Care

The IGCSE Secretary will collect slips carrying parent approvals in case of detention of students and place in student files for the records.

The IGCSE Secretary will inform students via email of school exam timetable, provide parents/ students via email individual examination schedules and information regarding procedures on conduct of examinations.

He will track subject changes made by students and update lists.

The IGCSE Secretary will maintain records of Student Registrations with CIE and collate all academic results.

Examination Preparation

The IGCSE Secretary will ensure there is sufficient stationary for the Examinations, check authorized materials, create an Invigilation template for the examination, prepare seating plans and charts, stick seating plans in venues, floors and main gates. He will also repaper Exam Boards and inform House Keeping, Security and Canteen Staff regarding Exam arrangements.

The IGCSE Secretary will help in the preparation of Examination materials by

- Making envelopes with labels of subject, time, room & instructions to keep the Question Papers in.
- Photocopying, punching, stapling & packing of exam papers in order as per subject, date & room (with HODs/Subject teachers/ paper setters)
- Making Exam Folders with all exam material like Attendance Sheets, seating Plan, Invigilators Instructions, Cover sheets & writing paper, string, board markers.

At the end of the Terms, the IGCSE Secretary will help class teachers in collection of Report Cards.

Awards

The Awards/Certificates for Years 8, 9 and 10 will be prepared with the help of the IGCSE Secretary.

Parent Teacher Meetings

The IGCSE Secretary will facilitate the meetings by dispatching the Circulars to parents, prepare seating plans for teachers, oversee venue arrangements along with teacher name tags and finally collect attendance sheets for parents from teachers.