



ACK LANGUAGE AND ORIENTATION SCHOOL

JOB ADVERT

SUMMARY:

The ACK Language and Orientation School Nairobi, is a Provincial institution of the Anglican Church of Kenya. It is the oldest and most authentic language school in East and Central Africa established by the Church Missionary Society (CMS) of England in 1909 as a missionary outreach centre. In 1965, it was structured into a school status to offer curriculum of various languages, with enriched Cross-Cultural Training and Orientation.

The school is looking to recruit an Administrative Secretary Intern for a **three-month** period, from **October to December 2025**.

Please note that this is a short-term, non-renewable contract.

1. **Job Title:** **Administrative Secretary Intern Position**

We are seeking to employ an energetic and capable administrative secretary intern to assist in office administration.

Key requirements

- 1.** Must be a Kenyan Citizen.
- 2.** Must be a Christian.
- 3.** Must be below 45 years of age.
- 4.** Must possess an Advanced College Diploma. A Bachelors' degree in Business Administration or related field will be an added advantage.
- 5.** Formal qualification in office administration, secretarial work, or related training.
- 6.** Must have experience as an Administrative Secretary.
- 7.** Must be proficient in managing documents, spreadsheets, and databases.
- 8.** Must have the ability to liaise internally and externally on administrative matters.

9. Must have exceptional skills in filing, record keeping, and organization.
10. Must have a working knowledge of printers, copiers and scanners.
11. Must be proficient in appointment scheduling and call forwarding systems.
12. Must have excellent written and verbal communication skills.
13. Must have exceptional interpersonal skills.

The successful candidate will be expected to support the school in the following areas:

1. Provision of Administrative support and Secretarial services to the School
 - Manage correspondences eg. Emails, letters telephone calls etc
 - Receive visitors and guide them to specific offices
 - Scheduling, Planning and organizing Principals office activities and diary, office meetings, appointments, and other office events.
 - Prepare documents for various meetings.
2. Office management and administration
 - Supervise the work of all support staff and ensure smooth flow of work in the school.
 - Draw a leave rota for office staff
 - Supervise procurement exercise and logistics
 - Ensure office supplies and basic utilities are available for staff eg. Drinking water, etc.
 - Office hygiene and orderliness is maintained at all times.
3. Public Relation and Customer care role
 - Manage schools reputation
 - Build strong relationships with stakeholders
 - General communication
4. Record keeping and documentation
 - Keep accurate student's enrolment, attendance and academic progress records
 - Keep employees personal file records
 - Management reports and minutes
5. Marketing and Brand building
 - Develop marketing materials eg. Brochures, create a schools social media platform etc

- Enhance the institution visibility and reputation both locally and internationally.
6. Events Coordination & Calendar Management:
- Planning and executing events with guidance of the School's Principal such as workshops, cultural activities, launch etc.
 - Travel Arrangements: Planning and booking travel itineraries, including flights, accommodation, transportation, and any other travel-related arrangements for the Principal and other school officers.
7. To do any other duty assigned to you by the Principal accordance with the ACK Terms of Service.

APPLICATION INSTRUCTIONS:

Qualified and Interested Candidates are required to submit their applications on or before **31st August 2025**. Resumes and copies of certificates with a cover letter should be sent to:

The Principal
ACK Language and Orientation School,
Opposite NSSF Building, Bishop's Road
P.O Box 47429-00100 GPO Nairobi
Email: info@acklanguageschool.com

Note:

1. Applications will not be accepted after close of business on **31st August, 2025**.
2. Only Short-listed candidates will be contacted.
3. During the Interview Day, short-listed candidates will be required to submit a letter of recommendation from their Parish Vicar with an endorsement by the Diocesan Bishop.