

# THE BERKELEY INSTITUTE

(founded in 1897)

*“Respic Finem”*

*Accredited by Middle States Association of Colleges and Schools*



## THE BERKELEY INSTITUTE

Invites applications from suitably qualified persons for the post of

### Attendance Clerk

#### **SUMMARY:**

The postholder will work under the supervision of the Office Manager of The Berkeley Institute and will be responsible for maintaining the records of student's late attendance and monitoring the attendance data, to enable the Administration to track daily attendance and whereabouts of students registered to the School.

The successful candidate should have a congenial approach to working with staff, parents, and students requiring limited supervision. The person must be mature and have the ability to adopt a flexible approach to the job which, from time to time, may involve non-specified, but related duties.

#### **REQUIREMENTS:**

- ❖ Previous experience in an office environment
- ❖ Ability to complete tasks efficiently
- ❖ Computer literacy with an emphasis on proficiency in use of Microsoft Office Suite applications. Experience with the School Management System would be an asset
- ❖ Excellent oral and written communication skills
- ❖ Ability to provide courteous service to school clients, faculty, and staff
- ❖ Understanding of and respect for confidentiality in all matters
- ❖ Ability to work with limited supervision, as part of a team, or independently, and to function in a helpful manner with the support team, administration, faculty, and students

#### **SKILLS & QUALIFICATIONS:**

It is expected that candidates will possess a solid educational background and must have successfully completed the B.S.S.C. or equivalent with a minimum of one year's experience in an office environment. Computer literacy in a PC based environment is vital and previous experience in a school environment would be an asset to the postholder.

*This is a 40 week employment position, in which the successful applicant will be employed only during the periods school is in session.*

All applicants must submit a completed application form (available from the school office), a letter of application, as well as a resume detailing qualifications, relevant experience, and the name of two referees to:

The Office Manager  
The Berkeley Institute  
P.O. Box HM 2704  
Hamilton HM KX

or

Email: [talbot.roberta@berkeley.bm](mailto:talbot.roberta@berkeley.bm)

**Closing date: November 4, 2022**