HARROW
INTERNATIONAL SCHOOL
BANGKOK

ADMINISTRATIVE ASSISTANT - UPPER SCHOOL JOB DESCRIPTION

Job Title:	Administrative Assistant - Upper School	**Categorisation:**	Admin.
Department:	Upper School Admin	**Position #**	TBA
Line Manager:	PA to Head of Upper School	**JD #**	TBA
Staff managed:	Direct: -	**Job Grade #**	TBA
	Indirect: -		

Purpose of Job

To perform a variety of administrative and clerical tasks whilst providing support to our academic staff, senior managers, students and parents and employees, assisting in daily office needs such as providing front of house service as well as general administrative activities.

Duties and Responsibilities

Main Duties

- To manage and book student appointments for the School Counsellor
- Provide administrative support for the Head of SR5
- Liaise with the Director of Studies to administrate the Upper School calendar
- Audit Display and art work in the Upper School
- Administration of Upper School hosted event e.g. MUN, Sixth Form Conferences, JAWS
- Supporting Upper School staff in initial trips and visits research (pre-operational services stage)
- Support administration of the students' Model United Nations Programme (MUN)
- Support administration of the Upper School work experience programme
- Support with cover for Upper School Admin staff in case of absence
- Produce Upper School INSET certificates and Subject certificates
- Manage Purchase Requests (PRs) for the Upper School office as requested by the PA to Head of Upper School
- Assist with the administration of Upper School Parents' meetings in conjunction with the Phase Leaders (Head of Prep, Head of SR5 and Head of Sixth Form)
- Support with administrative tasks such as ordering supplies, laminating, photocopying, filing etc. as required

Specific Responsibilities

- Manage the reports process for designated year groups as required, including setting up the required elements on Engage, organising printing and uploading the report, printing previous reports, inputting benchmark data into the system to develop Engage with regard to Upper School processes (especially, though not limited to, reports)
- Prepare transcripts, school reports and letters for current Year 6-9 students
- Assist the Director of Houses and Director of Studies to create and print Year 6 - 9 students' timetables at the beginning of the Academic Year and for new students throughout the year
- Assist the Upper School Leadership Team as required by collecting and updating option choices for Upper School students, updating student timetables, producing reports analysis, student overviews, student benchmark and IGCSE examination data as directed and arranging the Student Incident weekly report

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Other Responsibilities

- Support the School's Holiday Programme as required and as appropriate to existing role, (this may include, but not limited to: general administrative support, front of house support, telephone and email communication or language translation support). Any support given should not detract from the main duties of this job description
- Follow all agreed School Policy and procedures as shared and in the Staff Handbooks
- Undertake other reasonable duties as requested by the Head of Department, Head of Faculty or members of the Senior Leadership Team and any duties that the Head Master deems necessary for the effective operation of the School

Requirements

- Proven experience as an administrative assistant or office admin assistant
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Excellent time management skills and the ability to prioritise work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multitask
- Degree level education
- Fluent Thai and English speaker, (Mandarin language an advantage)

Basic Expectations for all Admin Staff

- Ensure that all enquiries are handled in a polite and efficient manner, using the English Language as the main initial medium. Ensure that telephones are answered using appropriate greeting
- Use office tools available to manage information and store materials in a tidy and systematic manner
- Participate in the Performance Development Review process as required
- Support whole School marketing events as required
- Keep up-to-date with new initiatives in the School, by attending meetings and training
- Show commitment to the protection and safeguarding of students.
- Comply with all School policies, staff handbook and the rules and regulations as stipulated by the School and set a good example for students and colleagues
- Provide acceptable and up to date police checks (or equivalent) from the country of origin and from all other countries in which the applicant has worked and appropriate references from current and previous employer, corroborated by personal phone calls made to each referee

Education is an ever-changing service and all staff are expected to participate constructively in schools activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training" in the 'duties and responsibilities' section. However, this clause should not be used to "hide" areas of responsibility. All significant responsibilities (and certainly all functions that occupy 10% or more of the post holder's time) must be separately and specifically identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

Harrow International School Bangkok is committed to the safety and protection of children.
All employees are expected to comply with our School Child Protection and Safeguarding Policy.

Staff Member Acknowledgement I have read, reviewed and fully understand the above job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.