

Job Description

Position: Administration Assistant

Time: 10:30-18:30

The Senior School Tasks

- Carry out general administrative tasks such as letter writing, organisational tasks sending emails to parents etc.
- Preparation of Letter of Attendance, Transcripts, Reference letter, etc.
- In coordination with the PA to the Principal organise meetings with the Principal / Headteacher and prospective new parents to the School
- In coordination with the PA to the Principal, support staff with various administration tasks such as printings requests, provide useful information related to the School's processes, formatting of letters in Word etc.
- Be in charge of the stationary room supplies and maintenance
- Support in preparation of various School presentations in Power Point

In the event of absence of the person in charge of the following tasks, you are expected to provide support:

- Deal with correspondence on behalf of the Principal and Headteacher and reply promptly to routine written and verbal enquiries.
- Make appointments for the Principal and Headteacher and, in doing so, liaise with other staff as required and manage these online diaries.
- Assist with the preparation of events (Graduation, Awards ceremony, annual photoshoot, etc.)

The Junior and Senior Institute Tasks

- Managing day-to-day operations, such as maintaining records, organizing schedules, and coordinating appointments.
- Carry out general administrative tasks such as letter writing, sending emails to parents etc.
- Manage of the telephone system
- Taking messages accordingly and informing respective teachers
- Dealing with general enquiries from students who require support
- Facilitating effective communication between students, teachers, and staff.
- Overseeing the maintenance of classrooms, equipment, and supplies.
- Ensuring a safe and conducive learning environment for students and staff.
- Assisting with financial operations such as handling student payments, issuing receipts, and preparing invoices.
- Providing administrative support to teachers and other staff members, such as arranging meetings, preparing documents, and managing schedules.

- Maintaining and updating student records in compliance with data protection regulations. Generating reports and statistical analysis as required.
- Assisting new and existing students with registration, course selection, and enrolment.
- Provide information on the institute's programs, course requirements, and fees.
- Maintain accurate and up-to-date records of attendance, grades, and student performance.

Non limiting clause

This job description is not intended to be a complete or limiting description of the tasks or responsibilities that the post holder may reasonably be requested to undertake. The job description may be changed to meet new demands or circumstances and following consultations between the post holder and the Headteacher/Principal.