

# Senior school Administration Assistant | Position Description



**Position title:** Senior School Administration Assistant

**Reporting to:** The Director of Curriculum and Learning

## **Position summary:**

Provide a high level of administrative and operational support to the Director of Curriculum and Learning, including her direct reports, the Academic Heads of Department.

## **Duties and Responsibilities:**

### **Director of Curriculum and Learning and Heads of Department**

- Administration and operational support to the Director of Curriculum and Learning and Academic Heads of Department
- Create/update online information
- Student Billings
- Generate reports from databases as required
- Prepare, edit and format correspondence and documents including mail merging, booklets (for students and staff), email broadcasts, Hub notices, PowerPoint presentations, student references, council reports etc.
- Send emails/notices/campaign monitors to parents, students, and other members of the Senior School community as directed
- Assist Heads of Departments with the administration of excursions and incursions, including venue and bus bookings, attendance lists, student billing and other tasks as required.
- Maintain effective hard and soft filing systems
- Compiling data sets and student lists
- Create forms and collate data
- Assist HoDs and DoCL with typing

### **Director of Curriculum and Learning**

- Provide High level administrative support to the Director of Curriculum and Learning.
- Organise class lists/ SharePoint lists as required
- Draft and edit correspondence, presentations, reports, announcements, documentation and materials, as required.
- Coordinate support for events and functions to ensure that catering, equipment, technology, and booklets have been arranged
- Assist with projects concerning students, staff and parents, as required
- Book mentor meetings for DoCL
- Reconcile credit card
- Organise budgets
- Purchase equipment, books and resources
- Book Professional Learning for DoCL
- Manage forms and class lists for Enrichment programme
- Manage Curriculum inbox
- Diary management and appointments (staff, parents, mentees, external)

- Maintain HoD SharePoint and update documents as required, including weekly workshops, holiday workshops, student results, important dates, HoD strategy and PDR documents
- Organise Assignments on Canvas (upload announcements, organise materials, check items)
- Assist with NESA accreditation
- Assist with preparing strategy documents
- Organise Events (room booking and invitations)
- Arrange meetings between staff, students, parents and external parties as required
- Create high level documents for publication
- Organise printing and publishing of documents for students, staff and parents.
- Any other duties that fall generally within the scope of those listed

### Essential Criteria

- Demonstrate strong written and verbal communication skills to work professionally with parents, students and staff
- High attention to detail and accuracy
- Advanced skills in the use of Microsoft Office products (Word, Excel, Outlook, PowerPoint, Canva, Canvas)
- Extensive experience in general office procedures, including minute taking, report writing, letter writing
- Experience in using school data bases and reporting systems
- A well-developed capacity to manage the complexity and diversity of the role.
- Demonstrate excellent editing skills and fine attention to detail
- Ability to work autonomously based on limited instruction and show initiative and enthusiasm
- Advanced skills in the use of Microsoft Office products (Word, Excel, Outlook, PowerPoint)
- High standard in personal presentation
- Ability to prioritise and meet deadlines
- Ability to work independently and as part of a team
- Discretion, tact and maintain appropriate confidentiality.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_