

Role Profile			
Role	Admin Assistant	School	United School International
Direct Reports	None	Reporting To	Head of Operations
Role Purpose			
<p>The purpose of the post is to provide support to a broad spectrum of areas within the school as and when required. The Receptionist will provide a variety of administrative and clerical tasks to support the efficient running of support functions across the school, assisting daily administrative needs and activities.</p> <p>The ideal candidate must be able to multitask and perform under pressure while remaining calm and professional at all times.</p>			
Key Accountabilities			
<p><b>Essential Duties and Responsibilities:</b></p> <p>Due to the broad nature of this role, it is anticipated that weekly priorities and responsibilities will vary to support core school need. Accordingly, core tasks and administrative activities will be agreed regularly on a weekly or daily basis (as required) with the Executive Principal / Head of Operations.</p> <p>The responsibilities outlined below are not exhaustive, and are intended to provide an overview of activities which the post holder would typically be expected to deliver.</p> <ul style="list-style-type: none"> <li>• Photocopying and administration support</li> <li>• Support roles at peak times and for cover for breaks and holidays</li> <li>• Provide reprographics as requested by the Heads of Primary and Secondary or by the Head of Marketing</li> <li>• Cover for admin staff during periods of holiday/absence as requested</li> <li>• Serve as focal point for coordinating the bus services provided by the school.</li> <li>• Assist parents in their requests regarding the purchase of school uniform and assuring that all students have theirs with the beginning of each term.</li> <li>• Handle canteen requests from parents and resolve any issues that may arise in this regard.</li> </ul> <p><b>Administration Department Support</b></p> <ul style="list-style-type: none"> <li>• Filing of general administrative documents and paperwork, including letters/forms received from parents: bus permission slips, swimming permissions slips, work home unattended, parent volunteers, yearbook orders, PTSA forms, enrolment forms etc.</li> <li>• Support Reception and Admissions department to provide additional capacity to cover absence and holiday periods.</li> <li>• Provide administrative support during key school events (open evening/parents evening) including preparations for event and at event support (such as photography/distributing leaflets etc).</li> <li>• Provide administrative assistance to support production of School Newsletter and Yearbook.</li> <li>• Ad hoc administrative work as requested by Executive Principal / Head of Operations to assist all school support functions.</li> </ul> <p>The Admin Assistant will also:</p> <ul style="list-style-type: none"> <li>• Be aware of and comply with all school policies and procedures.</li> <li>• Establish an effective system for independently managing their own workload, prioritizing where necessary.</li> <li>• Establish constructive relationships and communicate with other agencies/professionals.</li> </ul> <p>The post holder is expected to actively contribute towards the ethos and work of the school and involve themselves in the life of the school at all levels. This includes, although is not limited to; attendance at staff meetings; involvement in all school events whether during or after the normal school day; provide support and guidance to non-teaching and administrative staff, and support the school in the wider delivery of its objectives and goals.</p> <p>The post holder is also expected to carry out any other duties as reasonably requested or required by the Executive Principal to ensure the effective running of the school.</p>			
Person Specification			

#### Skills, Knowledge, and Experience

##### Experience and Skills

- Knowledge and experience of working in an admin support role.
- Schools experience would be beneficial but not essential.
- A high degree of computer literacy (Microsoft Office applications).
- Excellent communication skills with a confident telephone manner.
- Good organizational skills and the ability to prioritize and manage tasks.
- An eye for detail and accuracy.
- Highly proficient in spoken and written English.
- Experience of working and living in Qatar would be desirable.
- Speaking additional languages would be advantageous but not essential.

##### Personal Attributes

- A professional manner and appearance.
- Friendly, warm personality.
- Self-motivated, with a positive, professional attitude.
- Calm under pressure.
- The ability to deal with a variety of people and situations (face to face, on the telephone and through electronic communication).
- Hard working, pro-active and flexible with working hours when necessary.

#### Competencies

- Strong interpersonal and communication skills
- Mature, empathetic and professional
- Independent self-starter with attention to detail
- Possesses integrity and ability to maintain accurate and confidential records
- Able to collaborate with others
- Amicable
- Ability to organize workload, adapt quickly to change, and deliver under the pressure of deadlines