

Role Profile			
Role	Receptionist/Admin Assistant	School	United School International
Direct Reports	None	Reporting To	Executive Principal PA
Internal and External Interactions	All admin and support functions	Hours	40 hours per week
Role Purpose			
The purpose of the post is to provide support to a broad spectrum of areas within the school as and when required. The Admin Assistant 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.			
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 PA/Office Manager.</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>Support core office administration tasks, such as filing, setting up meetings, reordering supplies and photocopying and administration support</li> <li>Screen phone calls and route callers to the appropriate party.</li> <li>Reception duties including support roles at peak times and for cover for breaks and holidays</li> <li>Assist with taking late students to class</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>Provide admin support and data entry to maintain accuracy of school records and databases (iSAMS etc)</li> </ul> <p><b>Teaching support</b></p> <ul style="list-style-type: none"> <li>Provide scheduling support with the booking of parent appointments for key events</li> <li>Prepare curriculum booklets and other publications to support school needs</li> <li>Chasing up on registers/other teaching administration when not submitted</li> </ul> <p><b>Finance Department Duties</b></p> <ul style="list-style-type: none"> <li>Support occasional finance administration to assist with finance deadlines and priorities i.e. support collection of fees/payment of invoices etc.</li> </ul> <p><b>Library Support</b></p> <ul style="list-style-type: none"> <li>Assist in Early Years' library when required e.g. when new stock arrives or there are special events</li> <li>Provide support in terms of library management during special events</li> <li>Assist the librarian with cataloguing and auditing of books outside term time</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</li> </ul>			

holiday periods.

- Support contact with parents and perspective parents - assisting with tours/arrangements for events/social medial releases etc.
- 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).
- Provide administrative assistance to support production of School Newsletter and Yearbook.
- Ad hoc administrative work as requested by Executive Principal PA/Office Manager to assist all school support functions.

The Admin Assistant will also:

- Be aware of and comply with all school policies and procedures
- Establish an effective system for independently managing their own workload, prioritising where necessary
- Establish constructive relationships and communicate with other agencies/professionals

*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.*

*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.*

## 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 organisational skills and the ability to prioritise 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.