

# Job Description –Administration Assistant

## Job Purpose

The Administration Assistant is to provide a high standard of secretarial and administrative support to the School, in order to assist in the effective and efficient operation of all its activities. He/She will be responsible for the day-to-day school general and administration matters.

## Responsible To

The position holder reports directly to the Administration Manager (or delegate) who reports directly to the Principal.

## Key Duties

### Office Administration:

- To generate reports, store completed work in designated locations and perform backup operations.
- To input data entry and maintain the updated records in the school information system, including but not limited to students' records and parents' records.
- To maintain and update the inventory lists including but not limited to yearbook, office/school supplies, etc.
- To respond to queries for information and access relevant files.
- To provide administrative support to teachers as required (eg. organising transportation/ letters/bookings/money collection for school activities).
- To provide administrative support to faculty staff as required.
- To arrange for school/office equipment's' repair and maintenance services.
- To back up as a bus coordinator and to provide administration support between the school bus company (e.g. getting an updated bus route schedule from the contractor, produce daily afternoon dismissal bus list for bus mothers, etc.)
- To assist Finance Department in the receipt and processing of fees collected.
- To provide general administrative and clerical support to the Administration Manager.

### Health & Safety:

- To maintain first aid facilities and equipment.
- To ensure suitable and sufficient first aid resources are available throughout the School.
- To ensure accidents are properly reported, examined and recorded and that all reasonable steps are taken to prevent or reduce the likelihood of recurrence.
- To maintain and regularly update the summary of student vaccination.

### Reception:

- To back up the Receptionist as required.

**Others:**

- To perform ad hoc duties or projects as assigned by the Principal or Administration Manager.

**Organisational Relationships:**

- Internal Liaisons: Executive Director, Principal, teaching staff, non-teaching staff, operational supporting staff, students, parents, school community members.
- External Liaisons: Vendors, other schools, broader community members.