

Middle School Office Administrator (52%) Job Description

Core Purpose:

The core purpose of this post is to support the Principal and Assistant Principal on all matters regarding the general administration of the Middle School office.

ISB Philosophy and Objectives:

It is expected that all ISB employees will become familiar with the school mission, working to promote these in all aspects of their role

***“We all want to learn more;
We all do it in different ways;
We all have fun learning;
We all help.”***

Line Manager: Middle School Principal

Working time: The employee is expected to work approx. 25 hours per week when school is in session.

Responsibilities:

- Provide general administrative support for the Middle School Principal and Assistant Principal including but not limited to: telephone and office coverage; the production and distribution of bulletins, planning schedules, school handbooks and meeting agendas; working with the caretakers to set-up for school events; reviewing Middle School calendar events; planning Middle School Coffee Mornings; and homeroom administration support
- Monitor the Middle School email account, liaising this with the Middle School Team as required
- Provide support in preparing and organising the Z-Block activity signup and administration, including creation of the brochure, fair organization, and liaising with communications
- Plan and schedule the annual school photograph process
- Produce statistical reports as required to support the Middle School administration
- Draft, edit and co-ordinate school-related documents as required (including but not limited to: weekly Middle School newsletter, weekly Staff Update and parent communication), liaising with the Communications Team, as required
- Provide events management support for Middle School events (including but not limited to: Parent Teacher Conferences and Parent workshops and events). This occasionally involves working outside of normal school hours to assist in events preparation and planning
- Support the processes with both onboarding and exiting ISB students
- Support the Middle School Leadership Team in all health and safety matters, including emergency evacuation processes and documentation, as required
- Provide cover for Reception and other areas within Business Support if needed
- Oversee and support the procedure for the attendance of the students, as required

- Based on the needs of the school, manage and track cover for absent staff members according to ISB procedures, distribute cover lesson plans
- Support the academic team to ensure Veracross systems are accurate in order for student classes, report completion, and assessment data to be completed.
- During reporting times, support the final checking and editing of reports to ensure accurate communication to families.
- Support the academic and pastoral team to ensure communication on the school website is updated and accurate
- Carry out additional activities, as requested, in line with the general expectations of this job description

Professional Qualities and Qualifications:

- Four to six years recent and relevant administrative experience in an international educational environment is strongly preferred
- Advanced IT competence and highly proficient skills in utilizing office software and document management. A strong working understanding of Student Information Systems and Google Suite is preferred
- Excellent written and verbal English communication (mother-tongue level) required; additional German language skills are advantageous
- Detail oriented with strong organizational, time management and multitasking skills
- Excellent interpersonal skills with a strong customer service orientation
- A proactive approach to problem-solving and independent decision-making in line with established policy and procedures
- Dynamic, competent and positive administrator and self-starter, with strong interpersonal skills and the ability to connect with students
- Able to work effectively both as a member of a collaborative team as well as independently with minimal supervision
- Able to prioritize, meet deadlines and follow-through with projects often within tight timelines. Ability to adapt and prioritise workload according to need
- Ability to understand, adapt and empathise with social and cultural diversity
- Maturity and commitment to exercise sound judgment
- Ability to work with tact and discretion and to maintain the highest level of confidentiality
- Flexibility, reliability and initiative in support of all school office functions
- Able to demonstrate flexibility, reliability and initiative in support of all job and ISB related activities

Updated: November 2021