



International School of Kenya

Empowering students to create solutions for tomorrow's challenges

ISK JOB DESCRIPTION / RECRUITMENT PROFILE

Athletics Administrative Assistant

Mission: *ISK inspires and nurtures passion, creativity and ambition in pursuit of a better world.*

Vision: *Empowering students to create solutions for tomorrow's challenges*

Reports to: Athletics Director (AD) and Assistant Program Coordinator (APC)

Scope of Responsibilities:

The role entails clerical and organizational tasks for the Athletics Department with a proactive approach to meeting the demands and assisting with the processes that are the responsibility of the Athletics Director in an efficient manner. She/he will be the first point of contact for visitors to the office and must represent the school in a friendly, welcoming and professional manner.

Specific Responsibilities:

- Assist the Athletics Director in fulfilling the ISK Mission and Vision through a highly organized and professional office.
- Prioritize work to be completed each day.
- Ensure the timely feedback on all office matters.
- Provide secretarial/administrative support including typing and distributing correspondence to parents, league, and students.
- Safeguard confidential information.
- Help ensure the smooth running of the office and attend to ISK community members needing general assistance relating to pertinent issues.
- Manage effective phone, email, social media and web page communication; respond to general inquiries.
- File and maintain highly organized accurate records in both electronic and physical files; ensuring safe custody, accuracy, compliance and confidentiality.
- Proactively up-date school manuals, handbooks and other information systems stemming from the respective office.
- Generate and distribute various relevant reports in actions that need to be taken.
- Ensure that data is entered and maintained accurately in the school management database.
- Take initiative around work that needs to be done and make recommendations for any possible improvements in the office routines.
- Take initiative and cover all office work and maintain correspondence while AD/APC is away
- Anticipates events on the school calendar and prepares for them without direction, keeping the Supervisor informed of such events well in advance and advising on necessary actions.
- Proactively coordinates all aspects of the set-up for functions organized by the respective office.
- Assist with Coordinating all teams and relaying information to all the coaches.
- Assist with flight plans for overseas trips, arranging visa and travel documents associated with these trips for all students and accompanying adults; organising trip insurance risk assessment forms and organizing airline tickets and payments.

- Assist with travel arrangements, collecting paperwork, passports, travel documents, etc., and ensuring all forms are prepared on behalf of students.
- Assist with maintaining the ISK athletic website, post updates, and add information.
- Assist with maintaining team rosters, contact details, and mailing lists for each season.
- Assist with maintaining student attendance records for teams and activities.
- Assist in liaising with Health Clinician and Assistant School Nurse, collating team health forms, and ensuring all forms are up to date.
- Assist with uniform distribution, collection, and organization.
- Assist with team photos, videos and live streaming.
- Assist with ISSEA hosting documentation, invoices, hotel bookings, catering and payments
- Assist with local and overseas orders while maintaining an overview of the budget.
- Assist with preparing the Athletics program calendar for the year and master schedules for the local and ISSEA leagues.
- Assist with athletic facility supervision and scheduling for community use, athletic events and schoolwide functions.
- Be in attendance for some weekend and evening functions on direction of the supervisor.
- Performs other duties that may be needed to enhance the efficient operations of the office, either as self-directed or as assigned by the Supervisor.

Required Qualifications, Skills and Qualities:

- Diploma or higher qualification in Business Administration.
- Secretarial training and skills.
- Minimum of two years administrative experience in a complex office responsible to a senior manager.
- Strong written and verbal English language skills; good written and verbal Kiswahili skills.
- Proficient IT competencies in Google docs, spreadsheets, sites, MS Word, PowerPoint, desktop publishing, database management systems, email and file sharing.
 - Ability to process data and generate reports
 - Media skills, to include social media and photo/video editing
 - Excellent and accurate keyboard skills
- Outstanding organizational and time-management skills.
- Demonstrated success working in a culturally diverse organization
- An energetic, optimistic, efficacious attitude to life and work
- Ability to manage a large and diverse workload under pressure
- Ability to present a professional and confidential approach
- Ability to maintain high performance standards with attention to detail.
- Demonstrates a professional and ethical approach to work.
- Commitment to continuous personal growth.
- Commitment to ISK's Mission, Vision and Educational Aims.

Preferred Qualifications, Skills and Qualities:

- Bachelor's degree.
- Competency with Adobe Illustrator/Photoshop/Publisher
- Experience working in a multicultural school environment
- Sociable, pleasant personality.

EDUCATIONAL AIMS



International School of Kenya

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We strive to develop globally minded students who actively learn, create, solve and engage in the world.



Empowering students to create solutions for tomorrow's challenges