



International School of Kenya

Empowering students to create solutions for tomorrow's challenges

ISK JOB DESCRIPTION / RECRUITMENT PROFILE

High School Administrative Assistant **(Assistant to the HS Principal and Assistant Principal)**

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: High School Principal (or Assistant Principal)

Scope of Responsibilities:

The job ensures the efficient organization of the High School Office by liaising with other HS Office personnel to ensure that a welcoming and organized environment is created and maintained for parents, students and staff. The role entails communication, clerical, systems, and organizational tasks for the High School with a proactive approach to meeting the demands and assisting with the processes that are the responsibility of the High School Principals in an efficient manner.

Specific Responsibilities:

- Assists the High School Principals in fulfilling the ISK Mission and Vision through a highly organized and professional office.
- Provide comprehensive administrative and secretarial services to the High School Principals including appointment calendars, correspondence, preparing and managing documents, etc.
- Prioritize work to be completed each day.
- Ensure the timely feedback and action on all office matters.
- Safeguard confidential information.
- Manage effective telephone and email communication, responding effectively to general office inquiries as well as specific matters around the principals' work.
- File and maintain highly organized accurate records in both electronic and physical files; ensuring safe custody, accuracy, compliance and confidentiality.
- Proactively up-date school administrative institutional documents, manuals, handbooks and other information systems stemming from the respective office.
- Generate and distribute various relevant reports (e.g., student reports)
- Ensure that data is entered and maintained accurately in the school management database.
- Anticipate 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.
- Be available to attend meetings, upon request of the supervisor, to take and distribute minutes.
- Liaise with external parties such as suppliers as required.
- Maintain current mailing lists on the computer.
- Schedule appointments for the principals, preparing daily schedule and mail communications

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- Anticipate 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.
- Oversee organization of High School Graduation, and Awards Ceremony, and other functions.
- Be familiar with all information contained in Principal's weekly bulletins to parents and teachers, and anticipate the principals needs accordingly.
- Apply computer skills and technology competencies in support of all relevant technology systems and platforms needed for school processes, for example Microsoft Word, Excel, In Design, FileMaker, Moodle, PowerSchool, Google Docs and LearningBoard.
- Ensure substitute teachers are organised, especially important when multiple teachers are absent due to Professional Development on campus or other events.
- Carefully prepare letters and communications for the principals, including scanning and storing all documents signed by the principals.
- Performs other duties that may be needed to enhance the efficient operations of the high school office, either as self-directed or as assigned by the Supervisor.

Specific Responsibilities (Office):

- Help ensure the smooth running of the office and attend to ISK community members needing general assistance relating to pertinent issues.
- Prepare and dispatch a daily bulletin to all high school staff, parents, and students.
- Update office-related documents electronically and in hard copy format in the HS office.
- Direct HS Office custodial and support staff to ensure that the facility is in good working order and offers a clean and welcoming environment.
- Proactively coordinate the set-up for functions organized by the High School Office.
- Take initiative around office work, make recommendations for improvements and maintaining correspondence while supervisor is away.
- Type and distribute correspondences and announcements to parents and teachers, as well as approving emails from community members who wish to access ISK email groups.
- Prepare the high school student evacuation phone tree and walkers list, and keeping go bags and principal emergency folders up-to-date.
- Prepare information packets and cum-folders for new students.
- Follow-up on new and returning families, ensuring file completion, supporting the incoming students process from the Registrar and communicating with teachers about new students.
- Ensure relevant documentation and a leaving packet is prepared for leaving students.
- Scan and store cumulative student folders of students who have left ISK, as per set guidelines.
- Assist the Principals with emerging needs (e.g., admin support of student work placements).

Required Qualifications, Skills and Qualities:

- Diploma in Business Administration.
- Secretarial training and skills.
- Minimum of five years secretarial 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
 - Excellent and accurate keyboard skills
- Outstanding organizational and time-management skills.
- Outstanding interpersonal skills, in particular the ability to remain calm and positive at all times when dealing with the public and with teachers.

- Self-motivated and able to work individually and collaboratively with others, working with limited supervision.
- Ability to manage a large and diverse workload under pressure and to follow instructions from supervisors with a positive and receptive attitude.
- Reliable and able to safeguard confidential information.
- Ability to maintain high performance standard 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 environment.
- Typing speed of 50 wpm.
- Sociable, pleasant personality.

EDUCATIONAL AIMS

