

**Administrative Assistant/HS Leadership Team Support**  
**High School Campus**  
Job Description

**General Description:**

The Administrative Assistant/HS Leadership Team Support role is to assist the Head of Campus and other HS leaders of the school's daily operations. The successful candidate will lead and maintain a high-functioning office to support overall educational programmes and liaise with ISZL community members. We are looking for someone who takes appropriate initiative and is resourceful in solving problems. The ideal candidate is reliable, detail-oriented, eager to take on new challenges and has comfort using-- and learning--new information-management technologies. Interpersonally, candidates should exude warmth, approachability, and have a pleasant disposition. Candidates must possess excellent oral and written communication skills in English (C2), and fluent in written and spoken to German (C1), adaptable to a variety of audiences.

**School Wide Expectations**

1. Will adhere to and uphold the ISZL Mission and Vision Statement
2. Will adhere to and uphold the ISZL School Ethos and Culture
3. Will adhere to ISZL policies and procedures
4. Will participate in the ISZL Virtual Learning Environment & integrate technology as appropriate

**Reporting to:** Head of Campus and Director of Operations

**General Areas of Responsibility**

**Support the HS Administration in the daily running of the High School.**

Manage the front office, including supervision, organisation, and implementation of the tasks needed to support the operations of the High School. Examples include, but are not limited to, the following:

- Support logistics for staff orientation, Back to School Night, school photographs, parent/teacher conferences, parent forums and workshops.
- Manage preparations, communication and logistics for Commencement.
- Coordinate and liaise with teachers to support annual events including school photographs, grade-level and Chalet Begheim trips, helping them with organizing school trips (train booking, bus arrangements).
- Coordinate and support logistics for coverage of teaching staff (when away for conferences, vacation, illness).
- Log all High School Teacher and Staff Absences in iSAMs (information-management system).
- Provide organisational support with communication bulletins to parents and faculty.
- Translate English-German-English in spoken and written form, at an executive and personal level.
- Review office processes and practices and plan ahead to support the needs of HS Campus.
- Coordinate calendar for the HS Head of Campus and, when possible, Assistant Principals.
- Test, operate, promote and troubleshoot new office technologies as they are developed and implemented.

- Develop fluency with, or comfort learning new, information-management systems.
- Assist other secretaries with major tasks where required.
- Problem-solve daily issues that may arise in consultation with the HS leadership.

#### **Office Lead Responsibilities**

- Front office management including supervision and organisation of the tasks around the school year, including school calendar planning
- Coordinate and support office staff
- Define workflow and timelines, particularly in times of high demand
- Review office processes and practices and plan ahead of to support the needs of HS Campus
- Update crisis management handbook and child protection documents in close collaboration with the responsible for “Safety & Security” and the responsible Child Protection Officer respectively.
- Order daily supplies for front office and faculty departments
- Ensure bills are checked, coded and signed for payment to be sent to the Business Office
- Process orders for campus-based budgets
- Manage daily petty cash for purchases and approved expenses
- Supporting the Head of Campus with preparation of budget-lines

#### **Shared Responsibilities with Administrative Support Team:**

- Screen telephone calls, enquiries and requests, and handle calls as appropriate.
- Keep track of supplies for administrative offices and reorder them as necessary.
- Provide school documentation for students when required for local authorities.
- Issue and send student transcripts for school transfers, and college and university applications.
- Communicate with the local community, liaise with parents, staff and suppliers.
- Organise and prepare for meetings, after-hours support will be required at times.
- Point of contact for support and teaching staff

#### **Desired Experience, Skills and Qualifications**

- Ability to maintain confidentiality at all times
- Ability to manage a variety of tasks concurrently and efficiently
- Strong interpersonal skills and ability to communicate with a wide variety of people
- Successful experience in leading and working effectively as part of a team
- Excellent computer abilities and comfort with information-management systems
- Excellent oral and written communication skills for a variety of audiences
- Skills and experience for effective database maintenance
- Outstanding clerical and organisational skills
- Well demonstrated experience in administration processes and office procedures
- Ability to be self-directed and work with minimal supervision
- Ability to be flexible and to adapt to changing work environments, responsibilities and technology
- Effective time management, planning and organisational skills and ability to meet deadlines.

#### **Personal Attributes**

- Service-oriented
- A high standard of ethical and professional behaviour

- Motivated, energetic, productive and sustained daily work habits
- Sense of humour
- Initiative, discretion, flexibility and a positive attitude
- Responsible and effective manager of the school's resources

Updated: Eddie Wexler, Sept 2020