

Keystone Academy
Job Description and Person Specification

Position:	Office Clerk
School Section:	Primary School
Reports to:	Division Head and the Primary School Secretary
Qualifications:	Bachelors degree or above
Hours of Work:	08:00 – 17:00 on normal days
Period of Appointment:	Full-time

JOB DESCRIPTION

Role Description / Working Relationships

The Office Clerk to the Primary School works closely with the Primary School administrators to provide administrative support. Under the direct supervision of the Secretary, he/she assist with manage of the Primary Office and the workloads and to make the best use of their time by dealing with front reception and administrative tasks. Discretion and confidentiality are essential attributes for this position, as will be a full and committed understanding of the mission and vision of Keystone Academy.

Job Responsibilities

The Office Clerk's responsibilities include, but are not limited to, the following:

- Handling telephone calls, enquiries and requests;
- Welcoming and looking after visitors;
- Organizing and maintain schedules and making appointments;
- Processing faxes and mail;
- Assist with producing documents, briefing papers, reports and presentations;
- Assist and carrying out background research and presenting findings on request;
- Liaising with parents, students and other staff;
- Organizing and storing paperwork, documents and computer-based information;
- Assist with Arranging teacher's travel and accommodation;
- Assist with sending report and claim forms to HR at the end of the month;
- Maintaining a record of teachers' leave including reason for leave
- Assist with the student attendance
- Assist with translation both oral and written

Other responsibilities will become part of the job when Keystone Academy opens in Shunyi in August.

Qualifications

- Bachelor's Degree or above

Preferred Experience

- At least 2 years of experience working in an office or school environment

- Experience working in an English-speaking environment.
- Translation skills in English and Chinese

Preferred Skills

- Ability to establish effective working relationships with staff, students and parents
- Strong command of both oral and written English
- Good communication skills
- Honesty and reliability
- Good computer skills, especially in Word, Excel and PowerPoint
- Strong organizational skills including filing and record keeping
- Capacity to work independently and meet deadlines
- Flexibility and the ability to manage a range of different tasks simultaneously.