



Elementary School Administrative Assistant

This position reports to the Elementary Leadership Team and collaborates with the Elementary School faculty and staff.

Position description:

The ES Administrative Assistant works to support the Elementary Leadership Team with all administrative matters to do with students and the running of the Elementary School. The ES Administrative Assistant will have the same holidays as teaching staff, however may vary depending on the nature of the work required and responsibilities.

Responsibilities

Tasks and responsibilities include, but are not limited to:

Organisation/Information

- Maintain the ES calendar and attend calendar meetings
- Update iSAMS data, including ensuring student photos remain updated
- Use iSAMS to generate students reports including class lists, sibling reports, parent email addresses
- Assist with report set-up in iSAMS
- Send out the Language Profile survey, organise the data by grade level and language, share the data with teachers as needed
- Organise facilities for special events (staff meetings, coffee mornings, PD days etc)
- Support the organisation / communication of After School Activities working with the External Programmes Coordinator and/or Athletics Director
- Coordinate with the ES Leadership team, Admissions Director and Communications team to plan and organise Open Days and Campus Tours
- Serve on the Orientation Planning committee representing the needs of ES
- Ensure that evacuation routes, and emergency equipment are placed prominently in all ES classrooms.
- Ensure that ABA's Mission Vision and Values are clearly displayed in each ES classroom.

Families

- Handle parent inquiries by email or telephone
- Organise drop-off and pick-up schedules and rosters
- Produce and distribute family pick-up cards
- Support with new student transition
 - Follow up on new email addresses, pick-up/drop-off procedures, uniform, and any other necessary admin
- Organise the parent sign-up system for conferences

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- Monitor student attendance and follow up as needed
 - Organise and support with drop off, pick up and playground duties, ensuring that they are current, posted and communicated with all ES stakeholders

Cross functional collaboration:

- Maintain and manage supply teacher listings, keeping contact names and details up to date.
- Assist with organising cover for Teaching Assistants and teachers, including completing and submitting timesheets
- Record staff absences in collaboration with HR
- Collaborate with the Communications team to provide ES-related content/images for the website and social media.

Assessment

- Generate new assessment data sheets each year
- Sort and organise assessment portfolios, reorganise by class each year
- Assist with digitising assessment data
- Support the organisation of testing sessions for MAP and CAT4

Resources

- Oversee consumables and teaching resource room
- Manage reading resources, including inventory, filing, levelling books, maintaining a loan system
- Manage other ES shared resources, including inventory for stored resources
- Support ES staff with stationery, photocopying and laminating requests
- Support the ordering process (generating order forms, checking, entering data)

Other duties as required by the Elementary Leadership Team

Qualities

- Knowledge of using Google Suite
- Strong organisational skills and attention to detail
- Excellent interpersonal skills
- A high level of initiative and a solution-focused attitude
- Enthusiasm, commitment and a strong work ethic
- Ability to speak, and work in English
- Preference will be given to candidates with working knowledge of Arabic as well.

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Please note, CV's sent directly to the HR Director will not be considered.