



Job Description

Position: Administration Officer (Academic, Enrichment and Operations)

Accountable to: Academic Director and Director of Enrichment and Operations

Your Professional Duties: To support the senior leaders in school in delivering quality services and support to staff students, parents and the JIS community. Develop the ethos of the School whilst seeking to cultivate the holistic JIS Learner Profile which includes:

Communication	Leadership
Thinking	Integration
Engagement	Resilience

General Statement of Responsibilities

The Administration Officer will:

Enrichment and Operations

- Help manage the digital presence on Firefly.
- Be responsible for the design and production of materials/publications as directed by the line managers to support developments in each of the above areas.
- Support the EVC in administrative tasks.
- Support the CCA team with communications, reporting and administration.
- Support the Compliance officer with general admin duties.

Academic

- Help to manage the digital presence on Firefly.
- Provide support for the Exams office and SIMs Manager as required from reporting to exam scheduling.
- Assist the Assistant Head of Senior School: Data and Scheduling with data extraction, analysis, timetable maintenance and set up, School calendar planning and declash documentation.
- Manage the academic teams calendars/schedules.
- Work with the Assistant Head of Senior School: D&S and SIMS manager to ensure the database is maintained and up to date.
- Support SMT members with administrative tasks as and when required to aid smooth functioning of Secondary academic operations.

Catering Services

- Provide assistance when required.



PERSON SPECIFICATION FOR OPERATIONS AND ADMINISTRATION STAFF

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Degree and above in related field 	<ul style="list-style-type: none"> Other professional qualifications
Knowledge and Experience	<ul style="list-style-type: none"> Prior work experience in similar post Proficient ICT user Excellent administrative skills Good attention to detail Proficient in English and Malay 	<ul style="list-style-type: none"> Other work experience within an office/admin environment Competence in Chinese and Malay languages Understanding of safeguarding and child protection policies and practices Valid driving licence
Professional Skills	<ul style="list-style-type: none"> Well organised and work within deadlines Good interpersonal and communication skills Form and maintain excellent effective relationships with all in school Ability to work independently and a good team player 	<ul style="list-style-type: none"> Experience of delivering presentations/ability to speak to groups
Personal Qualities	<ul style="list-style-type: none"> Ability to use initiative Caring, positive, honest and open Respect and awareness for confidentiality Ambitious and willing to learn Self-motivated and energetic Dedicated and hard working Citizen or Permanent Resident of Brunei Darussalam 	<ul style="list-style-type: none"> Ability to maintain a professional manner under pressure Proactive in self-development