



Job Description

Position: Administrative Assistant (Visitor Centre)

Accountable to: Administration Officer (Visitor Centre)

Your Professional Duties: To carry out general clerical, reception and administrative duties that support the day to day operation of the Visitor Centre. 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

- To handle telephone operation task particularly in transferring calls to appropriate extensions.
- To know appropriate administrative services in the Visitor Centre and assist the VC Administrative Officer in preparing, distributing appropriate ID Cards for parents and household members as well as car passes.
- Support VC Administrative Officer in giving accurate information, leaflets and ensure notice boards (in the future) are kept up to date and accessible to all families using the Visitor Centre.
- To assist in administering the Visitor Meeting Room bookings system and ensure that rooms are suitably ready for designated users.
- To attend relevant meetings and training to keep up to date with best practice and support continuous professional development.
- To assist the security staff in releasing Visitor passes when necessary.
- To undertake other duties that may be required from time to time and that are commensurate with the grading and general duties of the post.

PERSON SPECIFICATION FOR OPERATIONS AND ADMINISTRATION STAFF

Criteria	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Diploma 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 	<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