



JOB DESCRIPTION

Position: Administrative Assistant

Reports to: Senior Executive Assistant

Safeguarding:

Marymount International School Rome is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment and understand that the child's welfare is our paramount concern. Every child should feel safe and protected from any form of abuse which, in this policy, means any kind of neglect, non-accidental physical injury, sexual exploitation or emotional ill-treatment. The School should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

Job Summary:

The purpose of this role is to provide personalized, timely, and high-level support to a team of senior leaders in the day to day running of administrative activities.

Duties and Responsibilities:

Duties and responsibilities in line with, but not limited to, those included under the Level 3 AGIDAE contract.

Health and Safety:

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Correct utilization of appropriate personal protective equipment

GDPR:

The post holder must ensure that all information is treated confidentially and with absolute discretion at all times, complying with the School's data protection procedures and the requirements of GDPR.



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Acknowledgement:

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.