

**POSITION:** Administrative Assistant (Pattimura Elementary)  
**REPORTS TO:** Pattimura Elementary School Principal

*External: We reserve the right to end the recruitment process once a suitable candidate is found.*

#### PURPOSE

The Administrative Assistant is responsible to the Elementary School Principal to provide administrative, clerical, and secretarial duties (including coordinating, scheduling, reporting, communicating between administrators, staff, parents, and students, as well as outside organizations) with high responsibility and confidentiality in order to ensure smooth daily operation and communication in the PEL Campus.

#### QUALIFICATIONS, EXPERIENCES & ATTRIBUTES

- Minimum of a Bachelor's degree in any discipline, preferably in Administration or Secretarial
- Demonstrated fluency in written and spoken English
- Demonstrated experience using Microsoft Office (Word, Excel, and PowerPoint), PowerSchool, and Macintosh computers.
- Knowledge of Database Management Systems (SIS)
- Knowledge of Modern Office Practices and Procedures, including filing systems and telephone techniques, letter and report writing, and office machines
- Outstanding personal communication skills, meets the parents, students, and staff, tactfully and courteously (Very Important)
- Helpful, cooperative, eager to communicate and problem-solve
- Demonstrated ability to work collaboratively with others of various cultural backgrounds
- Demonstrated experience and comfort level with elementary children, especially in instructional settings
- Helps maintain a positive and friendly working atmosphere with others
- Demonstrated ability to identify, manage, and initiate projects without direct supervision
- A clear commitment to Child Protection, safety, service learning, and environmental stewardship

#### DUTIES AND RESPONSIBILITIES

##### **Administrative Support**

- Types, duplicates, distributes, receives, translates, and files general and confidential documents, correspondence, and information to ensure accuracy, organization, and completeness for the Principal's office.
- Receives, directs, and relays telephone messages and emails; screens calls and visitors to manage access to the Principal effectively.
- Schedules appointments, maintains the Principal's calendar, and makes reservations to ensure efficient time management.
- Maintain strict confidentiality when handling sensitive information and documents.
- Provides guidance and collaborate other PEL Office Staff to ensure tasks and responsibilities are completed effectively.

##### **Attendance and Financial Administration**

- Supervise staff's absence reports, including reminding staff to input their leave records into the system
- Creates PR/PO for PEL needs in a timely manner
- Requests and disburses petty cash (with the Principal's endorsement) to support and manage the administrative expenses of the Principal's office.

#### Faculty and Assistant Substitute Coordination

- Coordinate and communicate the attendance daily log to all faculty and host country staff
- Arrange substitute coverage for faculty members and assistants as required.
- Respond promptly to substitute coverage requests and ensure the timely placement of substitutes.
- Ensures the substitute plans are shared with the assigned substitute teachers.
- Communicate with substitute teachers and assistants regarding assignments and schedules.
- Maintain accurate substitute and attendance records and payment in the Oracle system.

#### Event and Operational Coordination

- Prepares and follows up on work orders for school events to ensure successful execution.
- Liaises with administrators, staff, other departments, JIS communities, and external parties to ensure clear communication and alignment with the PEL program.

#### Professional Development and Organizational Support

- Engages in continuous self-development to enhance job competency.
- Performs additional duties as required to support organizational needs (e.g., acting as a warden during emergencies).

#### Other Responsibilities

- Embraces the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflecting
- Performs other related duties and assumes other responsibilities as assigned by the PEL Principal, including but not limited to covering for other secretaries, participation in class/School activities or events, and attendance of workshops organized by JIS.

#### TO APPLY

Interested candidates should apply directly by email to [recruitment@iisedu.or.id](mailto:recruitment@iisedu.or.id).

Please submit the following materials as separate PDF attachments in one email:

- Cover letter expressing interest in the position
- Current resume
- List of three to five professional references with name, phone number, and email address (references will not be contacted without the candidate's permission)

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# Safe Recruitment Statement

At Jakarta Intercultural School (JIS), we are committed to ensuring the safety and well-being of all our students. As part of this commitment, we have implemented rigorous recruitment policies and procedures designed to safeguard our students and uphold the highest standards of child protection.

## Our recruitment process includes:

- Thorough verification of the identity and qualifications of all candidates.
- Obtaining and corroborating professional and character references.
- Performing comprehensive background checks in all countries of residence.
- Conducting a multi-stage interview process, including scenario-based questions to evaluate how candidates handle situations related to student safety and well-being.

## Child Safeguarding Policy

JIS has a robust Child Safeguarding policy that seeks to protect our students, their families, and the entire JIS community. This policy ensures that all students have the right to protection and access to confidential support systems. As part of this policy, all community members with access to students must undergo annual child safeguarding training to stay informed and vigilant in protecting our students.

By maintaining these stringent recruitment practices, JIS ensures that our educational environment remains safe, nurturing, and conducive to the well-being and development of every student.