International Community School of Abidjan

Learning and Leading in a Collaborative Culture

Upper School Administrative Assistant
Upper School – International Community School of Abidjan
Abidjan, Côte d'Ivoire

Start Date: As soon as possible (Position open until filled)

Employment type:	Local Hire Contract
Line manager (N+1):	Upper School Principal
Supervised agents (N-1):	None

THE SCHOOL: The International Community School of Abidjan (ICSA) has been a leading educational institution in Abidjan for over 50 years and has grown alongside the city while maintaining the close-knit community that defines our school. As a not-for-profit, US Embassy-founded international school serving more than 80 nationalities, we are committed to belonging, inclusion, and our mission of Learning and Leading in a Collaborative Culture. At ICSA, our inquiry-based program spans from Play-Based Kindergarten through the International Baccalaureate Diploma Programme, and our Upper School (Grades 6–12) continues to grow as an IB Middle Years Programme candidate school.

THE POSITION: We are seeking a highly organized, welcoming, and service-oriented Upper School Administrative Assistant to support the daily operations of our Grades 6–12 division. This role serves as the first point of contact for students, parents, faculty, and visitors while providing administrative support to the Upper School Principal and Leadership Team. The successful candidate will enjoy working with people, thrive in a fast-paced international environment, and contribute positively to our collaborative school culture.

LEADERSHIP OPPORTUNITIES: ICSA values professional growth. Administrative staff are encouraged to pursue professional learning and are supported in developing new skills and responsibilities as opportunities arise.

Preferred Skills, Dispositions, and Experience

- Experience in an administrative, customer service, or school office role.
- Relevant qualifications or certifications.
- Excellent organizational skills and attention to detail.
- Strong technology skills, particularly Google Workspace and school information systems.
- Professional, warm, and discreet when working with confidential information.
- Ability to prioritize multiple tasks and remain calm under pressure.
- Communicate clearly and effectively in English and in French.
- Advocate of belonging and positive relationships.

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Primary Responsibilities

- Serve as the welcoming face of the Upper School Office.
- Support the Upper School Principal and Leadership Team with daily administration.
- Maintain accurate student records and documentation.
- Coordinate correspondence, calendars, meetings, and school events.
- Monitor student attendance and assist with family communication.
- Prepare reports, letters, presentations, and other documentation.
- Respond professionally to enquiries from students, parents, staff, and visitors.
- Collaborate closely with faculty and administrative teams.
- Maintain an efficient, organized, and welcoming office environment.
- Support schoolwide initiatives and other duties as required.
- Support the IB Coordinators and Upper School Leadership Team with administrative tasks related to the MYP and DP, including maintaining records, preparing documentation, and coordinating the secure shipment of IB examination materials.
- Manage the daily teacher substitution process, maintaining records of staff absences, coordinating substitute teacher assignments, and communicating coverage schedules to ensure continuity of teaching and learning.

CHILD SAFEGUARDING

ICSA is committed to safeguarding and promoting the welfare of children and young people. All successful applicants are expected to share this commitment and will be required to complete rigorous safeguarding screening, including reference and background checks, comply with all safeguarding policies, and participate in ongoing safeguarding training.

APPLICATION

Applications will be reviewed as they are received. The position will remain open until filled. Interested and qualified candidates should submit a cover letter, CV, and the contact details of at least three professional referees to. Please include the name of the position in the Subject line:

Mr. Luis Ramirez
Upper School Principal
jobs@icsabidjan.org