

	Beaconhouse School System Job Description	Ref #: Rev: 00 Date:
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Job Title	ADMIN EXECUTIVE - BOOKSHOP & UNIFORM
Department	School Administration
Sub-Function	-
Reports to	School Principal
Functional Reporting	-
Location	Beaconhouse Sri Inai International School
Main Purpose of the Job	This post encompasses overall charge of the uniform and stationery shop alongside administrative tasks based in Reception and the front desk. At the front desk, the administrator is the first point of contact for welcoming visitors to the school, parents, staff and students and directing them to the parties as appropriate. Alongside this role, the Administrator will be the first point of contact for all parties requiring uniform and stationary.
Person Specification	
Desired Qualifications	Minimum Diploma in Communication or a related discipline
Desired Experience	2-4 years of overall experience
Core Knowledge Required	<ul style="list-style-type: none"> • The administrator must have outstanding communication skills as they will be interacting with all who enter the office • They should be able to adjust their communication style depending on who they interact with and adapt to client specific demands • Able to use Microsoft Office
Language(s) Required	English and Bahasa Malaysia (fluent) Mandarin an added advantage
Behavioural Competencies	<ul style="list-style-type: none"> • The administrator must be skilled in the use of professional communication etiquette over the phone and in person, having to interact with guests, parents and the school team • The ability to communicate effectively with a wide range of people including students, parents and staff and other external parties e.g. Vendors. • A professional manner and appearance • Ability to manage time well • Friendly, warm personality • Self-motivated with a positive, professional attitude • Calm under pressure
Personality Traits	Alert, Charismatic, Cheerful, Confident, Friendly, Hardworking, Reliable, Punctual
Communication	
Internal	Departmental Heads: School Principal Stakeholders: Staff

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External	Stakeholders: Parents, Students, Regional Office	
Position Size		
Financial Authority	Nil	
Non – Financial Authority	Direct Reports: Nil Indirect Reports: School Suppliers	
Job Specification		
Areas of Responsibility		Key Performance Indicators
Administrative Duties <ul style="list-style-type: none">To be responsible for the signing in and out/ monitoring the entry of all persons/ visitors to the school at the main entrance checking and ensuring an appropriate form of identification is given to all visitors.Greet all visitors in a warm and welcoming manner, dealing with all enquiries in a helpful and information manner or when necessary, referring queries to the relevant person.Answering incoming calls, transferring calls to relevant staff and taking any necessary messages and passing them to the person concerned, also ensuring any urgent messages are related to pupils and staff efficiently and in a confidential manner.To make appointments for the Principal as requested.Ensure a register is kept of pupils arriving or leaving the building outside of normal registration periods.Collate and distribute newsletters, policy documents and upload notices and noticeboards etc and necessary.Complete any other duties as required of the Principal and Section Heads.To provide administrative and secretarial support in such areas as word processing, photocopying, and laminating.Complete miscellaneous duties regarding school concerts and functions.Provide enrolment information to parents of prospective students as well as assisting them in completing the enrolment form if required.Familiarize yourself with applicable rules, regulations, legislation, and procedures, e.g.: Local Council, Health and Safety & Data Protection.To maintain confidentiality of information acquired while undertaking duties for the school.		<ul style="list-style-type: none">Proper record keepingQuick Answering of callsPrincipal’s appointments are managed appropriately.Performance as assessed by the Principal.

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Bookshop and Uniforms <ul style="list-style-type: none"> • Maintain a clean, tidy and organized shop. • Respond to requests from parents, students and staff as required in the provision of uniform and supplies. • Maintain stock levels as agreed by the Principal. • Conduct a stock check each month. • Liaise with Finance to ensure all payments are made and duly recorded. • Maintain all records of sales and supply. • Ensure a presence in the uniform and stationary shop as directed by the Principal. • Advise the Principal and Bursar on all matters pertaining to the uniform and stationery shop. 	
<ul style="list-style-type: none"> • Any other task or project as assigned by the Management / Head of School from time to time. 	

	Line Manager	Incumbent
Signature		
Name		
Job Title	PRINCIPAL	ADMIN EXECUTIVE - BOOKSHOP & UNIFORMS
Date		