



MANAGEMENT ASSISTANT

Job Description:

Reporting to the Head of School, the Management Assistant is expected to assist the Head of School in internal and external matters and in the day-to-day routine of the School, regarding facilities, teachers, parents and students and also to support the Head office.

Main Responsibilities:

- Organize documentation for the proper functioning of the School;
- Support the the Head School;
- Manage the connection between the Head Office and the parents;
- Check student absence and lateness and communicate with parents as required;
- Liaise with the Deputy Head (Pastoral, Heads of Year and tutors as required on absence matters.)
- Respond to general parent requests;
- Send emails with communications to parents;
- Manage students' exit permits with their parents or guardians;
- Assist with the arrangement for tours and field trips;
- Help to manage the published School calendars;
- Manage the agendas and minutes of School meetings;
- Manage the communication with coordinators, teachers, educators and assistants;
- Prepare vacation and absence maps of the School Staff school for approval by the Heads;
- Post employees vacation maps;
- Manage external service needs;
- Centralize purchases for the School;
- Contact suppliers;
- Request quotes and submit them for approval;
- Manage student documentation and processes;

Skills Profile:

- Appropriate academic degree
- Fluent English Speaker
- Appropriate computer skills to the proper performance of their duties



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- Behavioural:
 - Passion for education;
 - Communicative and easy-going;
 - Strong sense of responsibility and initiative;
 - Teamwork spirit;
 - Pro-active problem-solving mindset.

This job description is not exhaustive, not part of the employment contract and may change according to position requirements