

Job Description

Administrative Assistant



Position Title	Administrative Assistant	Reporting to	Operation Manager
Position Function	Admin Staff		
1. Position Purpose			
<p>The School Administrative Assistant plays a vital role in supporting the daily operations of a school by providing clerical, organizational, and administrative assistance. This position ensures smooth communication between staff, students, parents, and external stakeholders while maintaining records and handling essential office tasks.</p>			
2. Key Responsibilities			
<p>As Administrative Assistant, you will be expected to:</p> <ul style="list-style-type: none"> • Serve as the first point of contact at the front office, greeting visitors, students, and parents in a friendly and professional manner. • Answer phone calls, emails, and general inquiries, directing them to the appropriate personnel when necessary. • Draft, edit, and distribute official school correspondence, memos, newsletters, and reports. • Maintain confidentiality while handling sensitive information regarding students, staff, and school policies. • Generate attendance reports and notify teachers or administrators of absenteeism patterns. • Ensure compliance with state and district record-keeping requirements. • Organize and maintain electronic and physical filing systems for school documentation, such as student lateness, staff records, and official forms. • Assist teachers and administrators in preparing documents, schedules, and presentations. • Maintain office supplies inventory and place orders as needed to ensure uninterrupted operations. • Process incoming and outgoing mail, including deliveries and official school correspondence. • Assist in planning and organizing school events, including parent-teacher conferences, graduation ceremonies, and staff meetings. • Provide support to Executive Assistant and Administrative Coordinator to update the school's master calendar, scheduling appointments, meetings, and activities. • Coordinate logistics for school functions, such as room reservations, catering, and invitations. • Ensure all administrative operations align with school policies, district regulations, and government guidelines. • Maintain up-to-date knowledge of school safety protocols and assist in emergency preparedness efforts. • Assist in preparing reports and documentation required for audits, inspections, or compliance reviews. • Any other additional tasks that are deemed relevant to this position 			
3. Health, Safety and Safeguarding Responsibilities			
<ol style="list-style-type: none"> 1. Strategy: Positively contribute to Health and Safety and Safeguarding improvement strategies within Yas School and the wider organisation. 2. Policy and Compliance: Familiarise self on Health and Safety and Child Safeguarding policies and procedures. Support, as necessary with adherence and awareness to the policies. 3. Incident Reporting: Ensure Health and Safety and Safeguarding concerns are escalated and reported on the appropriate platforms within Yas School and the wider organisation. Fully adhere to incident reporting requirements at Yas School. 4. Training and Awareness: Ensure timely completion of Health and Safety and Safeguarding training courses provided for your role. Seek out training opportunities as relevant to improve safety within Yas School and the wider organisation. 			

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<p>5. Emergency Preparedness: Be aware of Yas School's emergency response procedures and ensure you partake in mandatory drills. Where you have responsibility for a child, ensure their transport means (own or bus) as well as any medical needs are known and communicated as appropriate.</p>	
<p>4. Key Interactions</p>	
<p>Internal</p> <ul style="list-style-type: none">• MOE HQ• Principal• Executive Assistant• Secretary• Senior leadership team• Middle leaders• Teachers• Student facing support staff• Operations and support Staff• Students	<p>External</p> <ul style="list-style-type: none">• Parents• School partners• School visitors• Relevant government entities• External service providers
<p>5. Qualifications and Experience</p>	
<p>Educational Qualifications, Professional Certifications and Experience:</p> <ul style="list-style-type: none">• High school diploma or GED required (Associate's or Bachelor's degree preferred) Proficiency in English (demonstrated by a minimum IELTS score of 6 or equivalent).• Proficiency in Arabic is a requirement.• Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).• 1+ years' experience in a similar role, preferably in an educational setting.	