

## IB Program Assistant Job Description

**Department:** Administration

**Direct Reporting Line:** Deputy Head of Secondary

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**Job Purpose:**

- Provide administrative and logistical support to the IB Program Coordinators, ensuring a smooth functioning of the IB Program.

The role requires excellent organisational and communication skills, attention to detail and a good understanding of the IB Curriculum.

**Key Relationships (Internal and External):**

- All School Departments, Parents, Students

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**Key Accountabilities:**

- Provide IB coordinators & Head of School administrative support.
- Update of School systems, Managebac, Isams.
- Schedule meetings with parents for progress updates with SSLT.
- Assist the IB Coordinators in maintaining accurate records, databases, and documentation related to the IB program.
- Help prepare and distribute materials for IB meetings, workshops, and events.
- Collaborate with teachers to ensure the implementation of the IB curriculum, including organizing resources and materials for exams.
- Provide administrative support with the logistics of the end of year exams, Mock Exams and IB Exams
- Coordinate the IB Diplomas scanning, filing and distribution

**Seasonal Events:**

- KHDA Wellbeing Census
- Official November and May IB Diploma Exams
- PASS TEST
- Alis Test
- Grade 12 Mock Exams
- Grade 11 Mock Exams
- Grade 6-10 Internal Exam
- CAT4
- GLS
- IBT

**Administrative:**

- Collect and print all exams.
- Prepare cover sheets for all exams.
- Prepare and manage invigilation.
- Invigilation – support.
- Administration of subject change/course change letters to parents and scheduling of interview dates
- Retrieve data from the GL assessment site for GL results.
- Create interview schedules for grade 10 meetings.
- Collect grade 10 Subject forms from IB Coordinators and SSLT.
- Create a form for the grade 10 Subject forms.
- Send exam results to parents through mail merge.
- Management of Coordinators' Calendars
- Support for Grade 10 Options SLT/Coordinators Interviews
- Support in collating and communicating internal and external IB-related information (predicted grades, registration documents, etc)
- Support in sending out parcels and documents to IB via couriers - Aramex, DHL (Exams, etc)

**Key Attributes**

- Able to work collaboratively with multiple groups of people, including teachers, students, parents
- Confident in working with large volumes of data
- Excellent Organizational Skills
- Excellent interpersonal and communication skills
- Possesses a positive attitude
- A multi-tasker and able to support the SSLT with Administration

**Person Specification:**

**Education:** Good general education appropriate to the post

**Experience:** A minimum of 2 years working in an administrative or similar field

