



Vacancy for Admin Support and PA to Head of Secondary School

Job Summary:

The successful applicant is recruited to provide high-level secretarial, clerical and administrative support in order to ensure services are provided in an effective and efficient manner. Assist with day to day operations by keeping the office organised.

Key Responsibilities:

- Fully support the school's Safeguarding policy and know the reporting procedures to follow in case of a Child Protection issue
- organising and maintaining calendars and arranging appointments liaising with Head of School regarding calendaring ahead;
- dealing with incoming email often corresponding on behalf of the Head of Secondary;
- organising and arranging appointments, meetings, visits and ensuring Head of Secondary is well prepared for meetings;
- screening phone calls, enquiries and requests, taking messages and handling them when appropriate;
- implementing and maintaining procedures/administrative systems;
- maintaining and updating of staff records/list;
- updating of students record in iSams and student confidential files;
- extracting school reports for current and former students;
- liaise with Facilities and IT Dept for set-up of Rooms for assemblies, parent workshop, etc, etc.
- liaising with caterers for lunch and breaks for visitors;
- to support application processes for students requiring student passes and concession cards
- preparing communications and documents for current and leaving students
- supporting staff recruitment in JobTrain – correspondence, schedule interviews, print CVs, update JobTrain
- Other ad-hoc tasks as assigned

Requirements:

- Degree in relevant discipline
- Minimum 2-3 years of relevant working experience required
- Good command of spoken and written English
- Proficient with MS Office, MS Excel & MS Power Point and school databases with good presentation skills
- Pleasant and confident personality with a cheerful disposition
- Good working attitude, energetic and willing to learn

Interested applicants, please email/ with detailed resume, stating your current and expected salary, date of availability and contact number to:

Dover Court International School (Pte) Ltd

301 Dover Road,

Singapore 139644

Email: adminrecruitment@dovercourt.edu.sg

Website: www.dovercourt.edu.sg

(Only shortlisted applicants will be notified)