

LOCATION	Nord Anglia International School, Hong Kong	
JOB TITLE	Academic Secretary	
JOB PURPOSE	To provide comprehensive secretarial and administrative support for the smooth and efficient running of the school.	
REPORTING TO	Principal's PA	
DIRECT REPORTS	Nil	
OTHER KEY RELATIONSHIPS	All staff, pupils and parents as well as external agencies	
PACKAGE	Competitive	
KEY RESULT AREA	MEASURES OF PERFORMANCE	
<ul style="list-style-type: none"> ▪ Providing administrative and clerical support to teaching staff. ▪ Assist in compiling documents e.g. policies and procedures. ▪ Preparing, producing, copying and distributing letters, minutes of meetings, reports, newsletters etc. ▪ Receiving and handling telephone enquiries, dealing with queries and providing general information about the school. ▪ Maintaining pupil records and other information for the MIS operations. ▪ Assist with pupil welfare matters, including contacting parents and staff. ▪ Operate relevant equipment e.g. MFD for photocopying and printing, and use ICT packages like Word, Excel and PowerPoint. ▪ Provide general advice to staff, pupils, parents and others. ▪ Be aware of and comply with the school's policies and procedures, particularly in relation to Child Protection, Health and Safety, Confidentiality and Data Protection. ▪ Contributing to the overall ethos and aims of the school. ▪ Attending and participating in relevant meetings as required. ▪ Reviewing and developing your own professional practice. 		
Personal Development <ul style="list-style-type: none"> ▪ Continual development through the identification and implementation of your own Personal Development Plan. 	<ul style="list-style-type: none"> ▪ Improved performance ▪ Performance appraisal ▪ Personal Development Plan 	
Other <ul style="list-style-type: none"> ▪ Promote and adhere to the Company Vision and Values: <ul style="list-style-type: none"> ▪ Opportunity - For us, opportunities need to be meaningful, about achieving potential and making progress. ▪ Impact - For us, impact is about making a difference. It needs to be immediate, positive and lasting. ▪ Leadership - For us, leadership is about considering the team's needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility. ▪ Respect - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right. ▪ All staff are required to manage effective personal development as part of the Company's commitment to invest in staff as the key resource in the organisation. ▪ Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation. ▪ Any other appropriate duties as allocated by the Chief Executive Officer. 	<ul style="list-style-type: none"> ▪ Valued member of the team and organisation 	

PERSON SPECIFICATIONS

Qualifications/Training	
▪ Secretarial / administration qualifications	Essential
▪ Very good numeracy and literacy skills	Essential
Experience / Knowledge	
▪ Clerical and administrative work	Essential
▪ Working with children and adults	Desirable
Skills	
▪ Effective use of ICT packages	Essential
▪ Able to relate well to children and adults	Essential
▪ Work constructively as part of a team, understanding school roles and responsibilities	Essential
▪ Organisational ability	Essential
▪ Knowledge of relevant policies	Desirable
Personal Attributes	
▪ Warm, welcoming and approachable personality with a good sense of humour	Essential
▪ Capable of working to targets and to work independently	Essential
▪ Reliable, honest and confidential	Essential
▪ High levels of personal integrity	Essential
▪ Excellent organisational and time-management skills	Essential
▪ Attention to detail	Essential
▪ Ability to work under pressure and remain calm	Essential
▪ Willingness to take on multiple tasks	Essential
▪ Self-motivated and enthusiastic	Essential
▪ Continually strive for improvement	Essential
▪ Adaptability	Essential

OTHER CONDITIONS

Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.

Compliance with visa requirements for working in Hong Kong.

Dear Applicant,

Nord Anglia Education is the world's leading premium international school organisation. We currently have 29 schools in China, Europe, the Middle East, South East Asia and North America, with two new schools opening in Hong Kong and Dubai this September.

We are a fast growing, successful education company with over 20 years' experience operating premium international schools. Within the last three years we have been particularly successful, doubling our size and seeing significant growth both within our existing schools and through the acquisition of new schools.

Each Nord Anglia Education school is unique in character and tailored to meet the needs of their specific location, but they are united by the quality of education they offer, the excellence of the student experience and the efficiency with which they are managed. We position our schools as at the forefront of contemporary educational practice while preserving traditional educational values.

Our international schools mostly follow the English National Curriculum plus the International Baccalaureate Diploma at 16-18. In some locations, we offer the International Baccalaureate Primary and Middle Years programmes, A-Levels, the French Baccalaureate and the Swiss Maturité.

We currently educate over 18,500 students from early years through to 18 years old. Our students come from a wide mix of backgrounds and cultures and a typical school may have up to 60 different nationalities represented. A Nord Anglia Education student will benefit not only from the richness and expertise within their own school environment but also from other schools across the Nord Anglia Education family through our Global Classroom. Similarly, our teachers are united with their peers through Nord Anglia University, our bespoke corporate university designed to provide unrivalled professional development opportunities. .

Our 3,500 outstanding teaching professionals and our distinctive educational model, High Performance Learning, create exciting high performing learning environments for our students. Although our schools are non-selective, year on year our students' academic achievement exceeds global averages across every key stage. On average, our students' score almost four points above the global average in their IB Diploma, and nearly one in five students goes on to study at one of the world's top 30 universities.

Our schools are amongst the most respected premium schools in their markets and are a very popular choice for parents.