

LOCATION	British International School of Houston	
JOB TITLE	Administrative Assistant (Secondary)	
JOB PURPOSE	Provides administrative support on a daily basis within the Middle and High School	
REPORTING TO	Office Manager	
DIRECT REPORTS	None	
OTHER KEY RELATIONSHIPS	<ul style="list-style-type: none"> ▪ Head of High School ▪ Head of Middle School ▪ School SLT ▪ Staff ▪ Students and Parents 	
PACKAGE	Competitive	
KEY RESULT AREA	MEASURES OF PERFORMANCE	
<p>Engagement and Interaction</p> <ul style="list-style-type: none"> ▪ organize and coordinate office administration and procedures, in order to ensure organizational effectiveness, efficiency and safety. ▪ Ensure high quality communication: language, tonality and structure. ▪ Maintain high levels of warmth and enthusiasm throughout all communications. ▪ Ask appropriate questions to capture required information ensuring consistent attention to detail. ▪ Copes well in a fast-paced environment and embraces change. ▪ Manages conflicting priorities to provide the delivery of required outcomes. ▪ Organised and meets deadlines. ▪ Demonstrates enthusiasm and optimism about the organisation. ▪ Is aware of emotions and the impact of personal actions on others on others. ▪ Demonstrates a positive attitude towards challenges and setbacks and is open to learning from mistakes. ▪ Seeks and acts upon advice and feedback from mentors, line managers and others when challenging situations arise. ▪ Responds well to criticism and learns from it. 	<ul style="list-style-type: none"> ▪ Feedback ▪ APR ▪ Manages self in difficult and demanding situations and circumstances 	
<p>Operational Expertise (Job Duties include but are not limited to the following)</p> <ul style="list-style-type: none"> ▪ Organize and schedule meetings and appointments where necessary ▪ Provide administrative support within the Secondary section of the school ▪ Work closely with Head of High and Middle school ▪ Responsible for checking attendance daily, notifying parents if children are absent without prior knowledge ▪ Organise parent's evenings by setting up online booking system, organize room layouts and provide name tags, ensure refreshments are set up. 	<ul style="list-style-type: none"> ▪ APR ▪ Smooth running of section of school ▪ Feedback from Head of School 	

<ul style="list-style-type: none"> ▪ Attend team meetings and take notes when required ▪ Provide administrative support to the exams officer ▪ Coordinates invigilators and arranges rotas for exams ▪ Works with college counsellors to produce transcripts for students ▪ Responsible for inputting information into IBIS. ▪ Work with Head of School to organize parent information events/evenings ▪ Maintain and update ISAMS when needed including data for reports ▪ Produce brochures, documents and booklets ▪ Assist within the spirit store when required ▪ Assist with late bus duty when required ▪ Create lanyards for students, staff and parents ▪ Stand in and assist in primary school when required ▪ Provide general support to visitors ▪ Remain updated on technical and professional knowledge ▪ Ensure security, integrity and confidentiality of data ▪ Maintain a safe and secure working environment ▪ Monitors and evaluates own performance and takes appropriate action where necessary to deliver on objectives. ▪ Any other duties as required 	
<p>Functional Expertise</p> <ul style="list-style-type: none"> ▪ Demonstrates enthusiasm and optimism about the organisation. ▪ Is aware of emotions and the impact of personal actions on others. ▪ Contributes to the high-performance culture within team/department. ▪ Supports the team/department to drive continuous improvement in the team/ department. ▪ Works collaboratively with others to achieve organisational outcomes. ▪ Understands requirements to deliver exceptional outcomes in area of responsibility and actively seeks advice and collaboration in pursuit of improvement. ▪ Works collaboratively with others to achieve organisational outcomes. ▪ Communicates with confidence across diverse situations and audiences. 	<ul style="list-style-type: none"> ▪ Performance Review ▪ Personal Development Plan
<p>Personal and Professional Development</p> <ul style="list-style-type: none"> ▪ Take ownership for personal development and work with Facilities Manager to develop and implement a focused and straightforward Personal Development Plan. ▪ Take ownership for requesting feedback from others in a timely fashion. ▪ Provide both constructive and appreciative feedback both unprompted and when asked. ▪ Monitors and evaluates own performance and takes appropriate action where necessary to deliver on objectives ▪ Communicates ideas proactively and agreed objectives effectively to ensure delivery ▪ Adapts working style and pace to changing conditions ▪ Manages relationships with a diverse group of stakeholders and inspires trust and credibility 	<ul style="list-style-type: none"> ▪ Positive performance appraisal ▪ Meets personal goals ▪ Manages self in difficult and demanding situations ▪ Meets high expectations whilst maintaining personal resilience and optimism

<ul style="list-style-type: none"> ▪ Contributes to the overall professionalism of their department within the organisation ▪ Collaborates with colleagues and a willingness to coach others where appropriate ▪ Reflects on area of expertise and open to feedback, dedicated to developing professionally 	
<p>Philosophy and values:</p> <p>We are ambitious for our students, our people and our family of schools. We believe that:</p> <ul style="list-style-type: none"> ▪ There is no limit to what every person can achieve. ▪ Creativity and challenge help us get better every day. ▪ Learning should be personalised. ▪ Unique global opportunities enhance the learning experience. <p>Promote and adhere to the Company Vision and Values:</p> <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 <p>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 and undertake any other appropriate duties as allocated by the Principal.</p>	<ul style="list-style-type: none"> ▪ Role-model the ‘Be Ambitious’ philosophy each day ▪ Feedback as a valued member of the team and the wider organisation

PERSON SPECIFICATIONS	
Qualifications / Training	
Higher Level School Qualification	Essential
Experience / Knowledge/ Skills	
Proven office administrative or assistant experience	Essential
Excellent time management skills and ability to multi-task and prioritise work	Essential
Knowledge of office management responsibilities, systems and procedures	Essential

Good cross-cultural, interpersonal & communication skills and an affinity for interacting with diverse nationalities and cultures	Essential
Computer skills and knowledge of office software packages	Essential
Experience of having worked within an education sector	Desirable
Excellent written and verbal communication skills	Essential
Strong organizational and planning skills	Essential
Personal Attributes	
A warm, personable and curious character	Essential
Self-motivated, flexible and adaptable to different tasks at hand	Essential
Demonstrate entrepreneurial attributes and ability to get the job done	Essential
Proactive and able to prompt others to ensure deadlines and targets are achieved, calm working under pressure	Essential
High level of integrity	Essential
Excellent time management and organizational skills	Essential
Proficient communicator both oral and written	Essential
Excellent attention to detail	Essential
Affinity with and interest in education	Essential