



INTERNATIONAL COMMUNITY SCHOOL
مدرسة الجالية الدولية

Patrons: H.R.H. Prince El Hassan Bin Talal
H.R.H. Princess Sarvath El Hassan

Principal: Alun Yorath



Secondary Admin Assistant

The International Community School (ICS), one of the longest established and most successful international non-proprietary schools in the Middle East, is seeking to recruit an experienced, enthusiastic and innovative **Secondary Admin Assistant** to join the school in August 2024

Interested candidates should:

- Hold a university degree in Business Administration, Applied English or related field
- Have minimum of 2 years of experience in a related field, preferably in schools
- Have an excellent command of English
- Have excellent communication and management skills
- Have a creative, dynamic, and outgoing personality
- Have excellent ICT skills specifically in Google Suite
- Be able to interact with multicultural backgrounds and nationalities
- Have a Jordanian nationality

How to apply:

Applications should be sent to recruitment@ics.edu.jo with the subject of **(Secondary Admin Assistant)**, along with a current CV. For more information, kindly visit our website at www.ics.edu.jo

The deadline for applications is **7th of May 2024**. However, please note that we reserve the right to appoint before the closing date, and interviews will be arranged for all short-listed applicants as soon as possible.



Job Description Secondary Admin Assistant

JOB TITLE:	Secondary Admin Assistant
RESPONSIBLE TO:	The Secondary School Headteacher
RESPONSIBLE FOR:	Secondary School staff and students.
VERSION UPDATE:	March 2024

Role Summary:

The post holder will provide administrative support to the Secondary School.

Role Responsibilities:

Attendance

- Carries out the administration needed for the smooth running of the school registrations system
- Follows up absences with telephone calls to parents and guardians
- Carries out first day contact when a pupil is absent
- On a daily basis, records unauthorised absences from iSAMS onto the Secondary tracker sheet

Admissions

- Updates the email addresses and the contact numbers of the Secondary School parents
- Follow up on the Exit Checklist for leavers

Parents and visitors

- Arrives before 7:30am to answer all early morning calls/messages particularly from parents
- Welcomes visitors to school promptly, politely and equally
- Is the first point of contact for incoming calls for the Secondary School
- Distributes letters to staff and parents, as and when required
- Is available during parent teacher consultations and at open and information evenings as requested

Students

- Ensures items brought to students are delivered and directs lost and found items to designated person
- Issues late, nurse and lift passes to students
- If a student is missing, contacts Head of Parents and Pupils, Head of Key Stage and follows the appropriate steps
- Responsible for filling in damaged chromebook forms and for delivery chromebooks to IT

CCAs

- Supporting CCAs in terms of communicating with parents of changes/cancellation or adding CCAs
- CCA duties include maintaining registration, absence and early departure

Transportation

- Update all student change of plans on the spreadsheet for the security and transportation teams



Security Gate

- Coordinate with the gate on the upcoming school events, meetings, early departure and arrival of students and visitors

Calendars

- Arranges and manages the calendar of the Secondary School Head Teacher
- Updates and maintains multiple calendars as assigned; organises meetings
- Assists with the Whole School Calendar

Marketing

- Assists and coordinates the Secondary student's photographs

Fire Register

- Responsible for printing, and distributing the fire register to teachers

Assists the Exams Officer in the following domains

- Prepares examination documentation and identity cards
- Offers clerical support to the Exams Officer in relation to external examination arrangements E.g. letters and emails to students, parents and other identified parties
- Arranges courier collection of examination papers
- Assists in the set up and checking the readiness of exam rooms
- Assists in checking student attendance for exams and following non attenders prior to the examination start time

Other professional requirements

- Ensures that filing is kept up to date and that confidential material is kept safe
- Assists Head of Secondary, Secondary Deputy and Assistant Headteachers in task required for the administration of the secondary school
- Works closely with the IT department to ensure student access to all virtual platforms and to update student information on the iSAMS system as well as being able to use this system for parent communications and to access student information.
- Support the SLT on the Student Data Level Management

Any other duties/responsibilities that the Head Teacher or Deputy Heads may from time to time ask the post holder to perform

Declaration:

I understand the range of the above responsibilities and will endeavour to fulfil and develop them.

Name:
Signed:

Date: