

ISP- PHES Administrator Role Profile

Purpose of Role

The Administrator is responsible for overseeing all administrative management duties within the school and works closely with the Heads and Teachers of the school to support them in their day to day activities. The Administrator is responsible for the Heads calendar, assists them with organizing their schedule and provides high level administrative/secretarial support.

It is key for the Administrator to understand the structure of the organization, and quickly familiarize themselves with all internal as well as external stakeholders as they will be a focal point for various projects carried out within the school.

ISP Principles

Begin with our children and students. Our children and students are at the heart of what we do. Simply, their success is our success. Wellbeing and safety are both essential for learners and learning. Therefore, we are consistent in identifying potential safeguarding issues and acting and following up on all concerns appropriately.

Treat everyone with care and respect. We look after one another, embrace similarities and differences and promote the well-being of self and others.

Operate effectively. We focus relentlessly on the things that are most important and will make the most difference. We apply school policies and procedures and embody the shared ideas of our community.

Learn continuously. Getting better is what drives us. We positively engage with personal and professional development and school improvement.

ISP- PHES Administrator Key Responsibilities

- Prepare and email letters to parents using Engage software
- Arrange bus bookings
- Carries out specific projects and research
- Drafts, type and dispatches reports, articles, letters and School Newsletters
- Check all school correspondences before sending it out to parents
- Devise/maintains office systems, including data management and filing
- Uses appropriate IT resources
- Prepares letters, presentations and Reports
- Coordinate, distribute and collate relevant documentation to and from Homes and Schools
- Always Observes a code of strictest confidentiality
- Provide support to Heads and Teachers and parents as required

- Undertake other duties commensurate with the post to ensure the smooth operation of the responsibilities of the School function
- Streamline processes, ensure the team works as efficiently as possible
- Respond to parent queries via email, phone and in person quickly and efficiently
- Responsible for all mail merges
- Place stationary orders for the whole school
- Process all leaving requests
- Ensure all attendance reports are compiled daily
- Responsible for all ECA set ups
- Compile all school reports and labels
- Ensure all reports are entered onto the school portal

Health and Safety

- Emphasize the importance of safety in all areas of the curriculum, communicating to the pupils the importance of a responsible attitude towards personal safety, the safety of others and respect for Park House English School's property and equipment
- Safeguard Park House students
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
- Assist in implementing all policies and rules governing student life and conduct
- Ensure that, all the necessary health and safety rules and procedures are being followed
- Maintain an awareness of all the health and safety measures to be taken when in school

Skill and Knowledge

Competencies

- Highly detail-oriented and organized
- Knowledge of the regulations, policies and procedures related to the assigned activities
- Work as a team member sharing expertise, ideas and information
- Ability to work under pressure and meet a constant stream of deadlines
- Proven ability to work both independently and collaboratively with different levels of employees
- Superior analytical and problem-solving skills
- Good interpersonal skills, using tact, having patience, and showing courtesy to all stakeholders
- Motivation to work with people, a positive attitude, and a friendly personality
- Being a calm and empathetic person, with an understanding of young people
- Excellent command for MS office including knowledge of a range of software packages
- Good organisational and time management skills
- The ability to research, digest, analyse and present material clearly and concisely
- Ability to maintain accurate records, reports and correspondence by use of spreadsheets and databases
- The ability to work on your own initiative
- Attention to detail



- Flexibility and adaptability to juggle a range of different tasks and to work extra hours to meet deadlines
- Discretion and an understanding of confidentiality issues.
- Customer Service skills, and interpersonal skills
- Willing attitude to be a part of the school team
- Strong sense of professionalism
- Safeguarding and welfare of children
- Excellent communication skills and command of the English language, in spoken and written form
- A collaborative team-player with excellent interpersonal skills
- Behavior management

Attributes

- Empathetic listener
- Integrity and confidentiality
- Honesty and reliability
- Internationally minded
- Emotional intelligence
- Intercultural awareness, creative
- Flexible and a can-do attitude

Qualifications and Experience

- Secondary certificate
- 3 years administration experience
- English is mandatory
- Arabic is an advantage

ISP Commitment to Safeguarding Principles

ISP is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to appropriate vetting procedures and satisfactory Criminal Background Checks or equivalent covering the previous 10 years' employment history.