



THE BRITISH SCHOOL JOB DESCRIPTION

Job Title: Executive Assistant	Department: Administration
Reports to: IB Office & Curriculum Leaders	
Role: Responsible for providing high-level administrative and secretarial support to IB Office and Curriculum Leaders.	
Key Accountabilities : <ul style="list-style-type: none"> • Responsible for the preparation, mailing and filing of correspondence. • Facilitate meetings and appointments for the purpose of gathering information, providing information, making appointments and preparing routine correspondence. • Contact, schedule and arrange meetings and appointments. • Regulate the flow of walk-in visitors. • Organise, co-ordinate and plan events. • Administer the departmental budget and order stationery and books as requested • Maintain record of requisitions, pay orders and invoices. • Maintain and display bulletin boards. • Maintain database as required. • Respond to complex queries efficiently. • Monitor record and follow up on attendance & punctuality. • Communicate through phone calls, emails, flyers as required. • Obtain, organise, file and display guidance materials for use by students/staff. • Liaise with members of the Finance and Procurement teams in order to ensure compliance with school policies and procurement procedures. • Liaise with members of the Facilities team to ensure timely attention is given to Health and Safety issues and rectifications. • Assist in the functioning of the school, perform other such tasks, and assume other duties as may be assigned. • Update Firefly on regular basis for amendments to the syllabus, policies etc. • Make regular announcements on Firefly related to any communication to be made to students or parents. • Prepare and manage profiles on Managebac for IB students. • Organise the profiles of IB students and create their accounts on Kognity. <ul style="list-style-type: none"> • Keep accurate and comprehensive calendar for the IB Office. • Assist Curriculum Leaders in tasks that serve to facilitate the running of the school. • Assist Curriculum Leaders in distribution and production of communications with parents and students. This includes making brochures and mailing out policy statement and memorandums • Assist CAS Coordinator in record keeping and performance of Diploma students. • Assist TOK and Curriculum Leaders in planning and execution of TOK parents outreach and student sessions. • Prepare room assignments for IB exams. 	

Accredited by the Council of International Schools
India

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IB World School

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The British School is the operating name of The British School Society

- Arrange all logistics for examinations, internal and external. Requesting teachers for question papers, photocopying of questions papers and then verifying with the relevant teachers to ensure no error takes place.
- Attend to parents queries/requests through calls and emails.
- Prepare, follow-up, verify letters / Transcripts, and Transfer certificates for student's leaving or graduating.
- Keep record of DP1 and DP2 students' subjects and timely update on SIMS and Kognity.
- General upkeep and administration of IB and Key Stage 5 office.
- Monitor records and follow-up on student's attendance/lateness/detentions/uniforms/late assignments/non submission of homework.
- Organise Parent-Teacher meetings and Key stage events.
- Prepare interim and full reports of IB students after exams, maintain grade sheets and update-SIMS accordingly.
- Keep accurate and comprehensive calendar for the Deputy IB Coordinator.
- Keep and record all communications related to students and their parents and maintain the sanctity and confidentiality.
- Marking daily attendance on SIMS and verifying with paper registers.
- Communicating with tutors regarding any updates
- Taking care of the logistics arrangements of all Guest Speakers related to IB students and parents.
- Book and maintain the calendars for IB hall and IB study for whole school activities.

Communication

- Prepare agenda and compose, type and distribute meeting notes, routine correspondence, and reports.
- Draft, type correspondence and proof read copy, sort and distribute information.
- Maintain notice boards.
- Regular communication with students and parents through IB page on firefly.

Competencies:

- Will follow Admin competencies

Skills and Knowledge

- Graduate degree in any stream and Diploma or Certificate in Secretarial Practice.
- Work experience in a similar capacity for minimum 2 to 3 years.
- Professional course in office management and computers

Special Projects

- Check daily emails and courier.



- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Coordinate with Estates, Accounts and Finance, HR department to arrange for the reporting manager's housing, banking and other work permit related issues if required.
- General administration/stationery and upkeep of the office.
- Open, read, route and distribute incoming mail and other material, and prepare answers to routine letters.
- Conduct searches to find needed information by different departments for reference, using sources such as the Internet and newspapers.

This Job Description does not define all duties and responsibilities of the position and the school may assign other tasks from time to time to help operationalise the role.

The school may review and modify or amend the Job Description as needed after discussion with the position holder.

Safeguarding Information

The British School and all its personnel are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo comprehensive child protection screening including but not limited to checks with past employers.

Job Holder's Signature:

Date: