

Secondary School Administrative Assistant

Each Administrative Assistant will have primary responsibility for and will have an office at reception in an individual building or campus, but may be required to take temporary responsibility for another building (or more during vacations).

Key responsibilities

- Acting as the first point of contact for the school: welcoming visitors and responding to telephone and email enquiries in a helpful and constructive manner, ensuring that appropriate actions are taken in a timely manner.
- Ensuring the safety and security of the school at all times, making sure that the front door is locked and entry to the premises controlled.
- Being the fire officer of the campus.
- Ensuring that all visitors present a visitor badge, or that they sign in and take a badge where necessary.
- Communicating with parents regarding all aspects of school life, receiving and passing on information, between parents and teachers, including phoning parents to ascertain reasons for pupils' absence.
- Assisting students regarding all aspects of school life.
- Providing guidance and support for the lunch supervisors
- Supporting campus, secondary and/or whole school events
- Maintaining and updating school information, records and databases.
- Receiving, sorting and distributing all packages, deliveries and mail (including internal mails).
- Receiving and passing on payment for purchases (calculators, badges, PE kits...)
- Ensuring that the reception area is kept smart and tidy and that all noticeboards, electronic and paper) are kept up-to-date.
- Assisting with the ordering of stationery, materials and resources and ensuring that stock levels are maintained.
- Assisting with various administrative tasks and duties, utilising word, excel, outlook email
- Reviewing and distributing, as necessary, reception email inquiries
- In the absence of the school nurse, overseeing and caring for students with injuries or illnesses
- Being a resource for students, parents and faculty
- Undertaking normal secretarial duties (photocopying, filing student records)
- Providing cover and support in the absence of other administrative staff
- Providing administrative support to the Secondary School Leadership team
- Other functions as directed by the Secondary School Principal

The Secondary School Administrative Assistant (Cortambert) is available to work in any of the school buildings, as directed by the Secondary Principal, and will take primary responsibility for services on the Cortambert campus.

Key additional responsibilities:

- Communicating with parents regarding all aspects of school life, receiving and passing on information, between parents and teachers, including phoning parents to ascertain reasons for pupils' absence
- Assisting with whole school events which take place on the campus - for example, Open House
- Curating the student folders, ensuring that they are kept confidential and accessible
- Preparing school certificates and other official documentation for students and families
- Leading the organisation of student conferences which take place on the campus
- Coordinating all activities related to the school bus service, including liaison with the drivers and families
- Organizing the staff room and staff mailboxes.
- Liaising with parents and the external lunch providers in order to ensure the smooth coordination of purchasing by the students
- Providing administrative support to the Secondary School Leadership team and notably the Assistant Principal, the Vice Principal (Organisation for Learning) and the IB MYP Coordinator

The Successful candidate will:

- Hold a high school diploma or equivalent.
- Have ideally a substantial and proven experience as Receptionist or Administrative Assistant.
- Have excellent Customer Service Skills, with the ability to use discretion, patience, tact and respect for confidentiality.
- A good level of computer skills. Familiarity with Microsoft applications, including: word, excel, Outlook and have internet skills.
- Have excellent organisational skills and ability to prioritise workload.
- Have excellent interpersonal and communication skills, in person, telephone and written both in French and in English.

Contracts terms and conditions:

The position is based at the International School of Paris in the 16th arrondissement of Paris.

The position is full-time for a fixed-term contract starting as soon as possible, until the end of June 2020.

It is essential for all applicants to hold a nationality of one of the European Union countries, or valid French working papers.