

Secondary School Administrative Assistant

The position is based at the International School of Paris in the 16th arrondissement of Paris. The contract will be a full time contract starting during the course of May 2023.

Interested candidates should send a resume/CV and a letter of application outlining suitability and fit for the position, along with details of three professional referees including email addresses, to jobs@isparis.net before May 8, 2023.

Please note that a minimum of one reference from your current or most recent employer is a mandatory requirement.

Selected candidates will be invited to an interview and undergo pre-recruitment procedures. In accordance with our Child Protection Policy, they will also be asked to provide official criminal background checks from all countries in which they have lived in for the last 10 years.

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).

- 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 tidy
- Assisting with the ordering of stationery, materials and resources and ensuring that stock levels are maintained.
- Assisting with various administrative tasks and duties, utilising appropriate software
- 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

Key additional responsibilities

- Supporting the administrative assistant who is responsible for monitoring student attendance
- Curating the student folders, ensuring that they are kept confidential and accessible
- Printing or preparing electronic versions of official school documentation for students, including all transcripts, school leaving certificates, and any other official attestations
- Contacting parents of students who are absent across the high school
- Informing teachers when registers haven't been taken, or may be incorrect
- Coordinate all student information with regard to the school's legal and other responsibilities
- Manage the administration of the secondary school appraisal process and the electronic signatures of those involved.
- Organising all on-campus Secondary School events
- Providing assistance to the Secondary School Principal
- Managing the Secondary Principal's calendar
- Preparing the daily cover roster using the schedules provided by the relevant member of the Secondary School Leadership Team
- Coordinate the external substitute teachers and contact them as required
- Organize the grade 12 High School Graduation
- Managing the switchboard for the school
- Preparing Secondary School booklets and materials (such as support material for DP or MYP workshops), as requested by the Secondary School Leadership team, and in particular the IB DP and IB MYP Coordinators

The Successful candidate will:

- Hold a high school diploma or equivalent.
- Ideally have substantial and proven experience as a 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 and internet skills.
- Familiarity with Google Suite.
- Have excellent organisational skills and ability to prioritise workload.
- Have excellent interpersonal and communication skills both in French and in English: in person, telephone and written.