

Riffa Views International School Kingdom of Bahrain

Secondary School Admin Assistant Job Description

The Secondary Admin Assistant will assist the Secondary Principal in the day to day running of the Secondary Office. S/he must show a high degree of proficiency in IT skills, accuracy, confidentiality and diplomacy. The Secondary Admin Assistant will work to achieve the school's mission and goals as well as uphold the policies and procedures of Riffa Views International School. The Secondary Admin Assistant will communicate on a professional level with all RVIS stakeholders and maintain appropriate collegial relationships with the faculty, staff and administration.

Essential Expectations of an RVIS Employee:

- 1) **Mindset:** Subscribe to a mindset of agility, ambiguity tolerance, and openness to feedback, professional growth and new learning. Become comfortable with being uncomfortable because all learning requires discomfort, and we only grow when we learn and reflect. Strive to balance system coherence with individual agency.
- 2) **Compassionate Action:** Treats everyone in the community with kindness. Shows grace in dealing with conflict. Believes in and takes action for the greater good.
- 3) **School Wellness:** Maintains a strong level of confidentiality with regards to student data and other information.
- 4) **Professionalism:** Maintain a professional demeanor in support of RVIS and its mission in all that we do with students and our community. Acknowledge our interculturalism as representatives of RVIS within Bahrain.

General Responsibilities:

- A. Assisting the Principal in the day to day running of the Secondary Office.
- B. Collecting, maintaining and reporting student attendance information.
- C. Helping to source substitutes for absent teachers.
- D. Entering and managing information on school calendars.
- E. Working with faculty, to ensure correct supplies and rooms are set up for day to day operations as well as various exams throughout the year.
- F. Organizing and assisting the faculty with the yearly ordering for secondary textbooks, stationary and instructional materials both locally and overseas.
- G. Coordinating preparation and keeping records of textbooks and curriculum submissions for the Ministry of Education approval.
- H. Assisting with organization of annual Graduation Event.

Communications:

- A. Producing regular announcements and communications to faculty, staff and parents ensuring they are conveyed in a culturally sensitive, professional and timely manner.

Student Records:

- A. Entering and managing accuracy of data within PowerSchool, protecting confidentiality at all times.
- B. Allocating lockers to students and producing new student information packs.
- C. Scheduling Student-Led Conferences and school photographs in collaboration with the Elementary Admin Assistant.
- D. Providing accurate student information for the Ministry of Education when requested

Fiscal Management:

- A. Assisting the Principal in setting Secondary School budget.
- B. Raising purchase orders against approved budgeted orders as well as running budget purchases and sourcing supplies as necessary.
- C. Meeting regularly with the Business Office and Principal to review budget figures.
- D. Keeping accurate records of substitute teacher pay, ensuring payments are made on time.
- E. Liaising with the Business Office regarding outstanding fees.
- F. Ensuring the security and accuracy of school funds kept in the secondary office safe.

Work Schedule: 12 month contract
Sunday through Thursday: 7:30 am to 3:30 pm
Flexibility of hours to include late finish on Tuesdays for staff meeting
Occasional weekend day, to be credited with day in lieu

Reports To: Secondary Principal

Qualifications: High School degree or higher