



HARROW
INTERNATIONAL SCHOOL
SHANGHAI

Harrow International School, Shanghai
Administrative Department
Job Descriptions

Position Administration Assistant (Lower School)
Direct Line Manager Head of Lower School

PURPOSE OF JOB:

Personal Assistant to Head of Lower School is sought to oversee the administration of this phase of the school.

DUTIES GENERAL

- Ensure the Lower School office functions in an effective and efficient manner.
- Act as an ambassador for the Lower school in all matters.
- Devise and maintain office systems, including data management and filing.
- Receive and respond to enquiries from the general public and the school community in a sensitive and appropriate manner.
- Be able to prioritise tasks and be pro-active in informing relevant staff members about action that is required.
- In liaison with the admissions office, monitor and support the process of student admissions.
- Meet and greet visitors at all levels of seniority.
- Organise and maintain diaries.
- Deal with incoming email, faxes and post.
- Take dictation and minutes at selected meetings.
- Prepare correspondence on the behalf of the Head of Lower School & Head of Pre-Prep.
- Source and order stationery and office equipment.
- Support the academic staff by liaising with external agencies. (Organising travel arrangements; dealing with suppliers and booking venues.)

Requirements

- Applicants should be personable and culturally sensitive with exceptionally good administrative and data processing skills.
- College diploma or Bachelor degree holder;
- At least 3 years' relevant experience in the school or similar work environment;
- Good communication skills and fluency in speaking English and Mandarin.
- Mature, initiative, independent, pleasant and the ability to work as a member of a collaborative team.

The School is committed to safeguarding and promoting the welfare of children. All adults in the School community are expected to follow its Child Protection procedures and are required to undertake safeguarding checks.

If you are interested in an opportunity to work with a first class team of people, be part of an exciting and growing community and work in beautiful surrounding in a position that is much more than just an office job, please send your full resume with your current and expected salary by email to hr_recruitment@harrowshanghai.cn. Please state the job title and the reference code “HISSH/LLAA/202002” in the subject of your email. All applications will be treated with strictest confidential. Only short-listed candidates will be notified.