

SECONDARY SCHOOL ADMINISTRATIVE ASSISTANT

POSITION SUMMARY

Division: Secondary School

Category: Local Staff

Start Date: May/June 2023

Contract and Length: full time, 2 years

CREATIVE COURAGEOUS COMPASSIONATE

VISION: We aspire to be a creative, courageous and compassionate learning community dedicated to a better world for all.

MISSION: AISB engages learners with a rigorous and balanced international education that inspires students to get the best from themselves and others and to be ethical and open-minded in their thinking about our world.

INCLUSION STATEMENT: AISB is committed and continues to strengthen our practices in creating a safe, inclusive and equitable school community where everyone feels a sense of belonging.

KEY ATTRIBUTES

In the secondary division of AISB we are passionate about working with children and want to make a difference in their lives. We are supporting an administrative team who is responsible and organized, and career oriented to helping members of our educational community succeed.

The secondary School Administrative Assistant is a key member of this team, often the first point of contact for parents, students and teachers, and is someone who is trusted to effectively communicate and support others.

AREAS OF RESPONSIBILITY

- Assisting the Secondary School Principal in the planning and administration of various school programs, meetings or events
- Day to day operation of the secondary school office
- On call regarding teacher absences and finding substitute teachers
- Prepare and maintain various student related documents
- Assist in set-up/logistics of various school events
- Managing office supplies, and assisting with overseas and local supply orders
- Liaison with maintenance, housekeeping, transportation and drivers' departments as needed
- Overseeing summer work; work orders, room changes and distribution of shipment arrivals to classrooms, as well as the printing and making of curriculum documents as requested.

QUALIFICATIONS & SKILLS

- Bachelor's Degree from a University (preferred)
- Fluent in English and Romanian
- Proficient in use of technology, and able to adapt to information systems efficiently

Visit our website to learn more about: [Careers at AISB](#) | [Our School](#) | [Our Learning Beliefs & Practices](#)

Please feel welcome to contact our HR Manager, [Roxana Lungu](#), for further queries.

