

SHANGHAI AMERICAN SCHOOL

JOB DESCRIPTION

TITLE: HEAD OF SCHOOL OFFICE ADMINISTRATIVE ASSISTANT
CONTRACT DAYS: 210 days

POSITION SUMMARY

The Head of School Office Administrative Assistant in the Head of School Office is to provide vital support to the Head of School and the Head of School Office Manager and Executive Assistant to Board of Trustees. This position encompasses a diverse range of secretarial and administrative tasks aimed at ensuring the smooth and efficient operation of the Heads of School's daily activities. Collaborating with the school's Administrators and their assistants is also a crucial aspect of this role.

SUPERVISED, EVALUATED BY & REPORTS TO:

Head of School / Head of School Office Manager and Executive Assistant to Board of Trustees

RESPONSIBILITIES

- Act as the main point of contact for students, parents, staff, local authorities, and other individuals seeking to communicate with the Heads of School Office.
- Coordinate daily events and follow up on tasks to assist the Heads of School Office.
- Manage complex scheduling for the Heads of School, including appointments, meetings, and travel arrangements.
- Maintain close communication with the Heads of School's driver to keep them informed of the Heads of School's schedule.
- Prepare necessary documents for meetings, reports, and information requests.
- Establish and maintain organized filing systems and records.
- Arrange and document meetings, ensuring timely follow-up on action items.
- Collaborate with other administrative assistants and division/office employees to coordinate and organize events. Additionally, work in collaboration with other administrative assistants and division/office employees to ensure smooth hosting of visitors.
- Prioritize and screen incoming calls for the Heads of School.
- Independently manage daily workload and tasks with minimal supervision.
- Maintain strict confidentiality regarding staff and student matters.
- Track and record the budget and expenses of the Heads of School Office.

Address and respond to safety concerns from staff, students, and parents, escalating issues as necessary.

- Attend relevant training sessions to support professional development.
- Attend school meetings and accurately record minutes as requested.
- Participate in additional training sessions and school events as required.
- Communicate effectively with local authorities, external agencies, parents, and the local community regarding school business.

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- Be flexible to work overtime as needed, including evenings and weekends.
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree or above
- Experience in event planning
- Excellent written and spoken English and Chinese
- Experience in the field of education preferred

COMPETENCIES:

- Strong interpersonal and communication skills to work effectively with diverse stakeholders
- Ability to build and maintain positive relationships with internal and external partners
- Excellent organizational and project management skills
- Flexibility to work irregular hours and weekends when required
- Problem-solving skill
- Attention to details and ability to meet deadlines
- Experience in using event planning software and tools preferred

SAS BELIEVES:

- That each employee makes a significant contribution to our success,
- That contribution should not be limited to the assigned responsibilities.

Therefore, this position description is designed to outline primary duties; qualifications and job scope, but not limit the employee or SAS to only the work identified. It is the expectation of the School, that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.

How we see the world is how we experience the world

We believe that diversity, equity, and inclusion enrich our community and create a sense of belonging that compels each of us to grow. Therefore, we commit to a journey of community growth that is grounded in best and sustainable practices rooted in our mission and core values. We seek individuals who are ready to contribute to such an environment.

Child Safeguarding at SAS

Shanghai American School, in keeping with our core values and vision statements, has a Child Safeguarding Policy that guides our faculty, staff, and families in matters related to the health, safety and care of children in attendance at our school. By accepting employment at SAS, all faculty and staff agree to work in partnership with the School and abide by the policies adopted by the SAS Board.

With this in mind,

- Applications will be thoroughly and rigorously screened in line with our strong commitment to all aspects of child protection and safeguarding.

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- Shanghai American School reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Shanghai American School reserves the right to withdraw an applicant's candidacy if current and former supervisor references are not provided.
- Hiring is contingent upon successful criminal background checks.

Applicants are asked to apply as early as possible, as Shanghai American School reserves the right to close the selection process at any time.