

WHOLE SCHOOL DIRECTOR OF STUDIES JOB DESCRIPTION

Job Title:	Admin Support
Line Manager:	Head of Upper School

Duties and Responsibilities

1. Academic support

- To support teachers and tutors in collating and reporting data when required in a timely manner;
- To support teachers and tutors in parent and student liaison, including but not limited to:
 - Coordination of communication between the school and parents;
 - Organising of parent meetings;
 - Creating documents required in Chinese (translations) and interpret for Chinese-speaking parents when necessary;
 - Organising and coordinating of parent consultation events;
- To support all other requests in relation to students.

2. House Support

- To support the Housemaster/Housemistress for House related requests in collating and reporting data in a timely manner;
- To support the Housemaster/Housemistress in the organisation and management of House events;
- To support the general administration requirements for House requests.

3. General Administrative Support

- To assist with the settlement of expat teachers, such as visa and work permit application, airport pickup, residential registration and other related requests;
- To assist with the general administration of work within the Academic Support Team ensuring that all tasks are completed in a timely manner;
- Provide support to other members of the Academic Support Team when required.

4. Others

- Provide other support assigned by line manager;
- Undertake other support tasks as required by School SMT when time allows.

Harrow is committed to the safety and protection of children.

All employees are expected to comply with our School Child Protection and Safeguarding Policy.



HARROW
INTERNATIONAL SCHOOL
SHENZHEN QIANHAI

Leadership for a better world

Job Requirements:

1. Bachelor's degree or above gained from overseas universities;
2. At least 1 year's working experience gained preferably in education sector;
3. Excellent communication, negotiation and interpersonal skills;
4. Customer-oriented attitude and able to deliver quick responses to faculty's needs;
5. Fluent English & Mandarin speaking and writing skills;
6. Familiar with Microsoft Office (Word, Excel, PowerPoint, etc.);
7. Proactive, be able to work independently and as part of a team;
8. Organized, mature, and confident in handling complexity.

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

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