



HARROW
BEIJING

Leadership for a better world

JOB DESCRIPTION (NON ACADEMIC)

I. Job Information

Job Title:	Administration and Academic Support Officer
Job Grade:	G4
Duration of Appointment:	Fixed-term contract of 1 year, subject to renewal
Department:	Chinese Culture and Curriculum
Line Manager's Job Title:	Assistant Head, Chinese Culture and Curriculum

II. Job Specification

Main purpose of job:

- To provide administrative support to the Assistant Head, Chinese Culture and Curriculum.
- Work within a small team environment, whilst being able to extend to the wider school community in all aspects of communication and coordination related to the Chinese Culture and Curriculum.
- Maintain a high level of integrity and confidentiality with all information and knowledge that is associated with working closely with the AHCCC and other members of the SMT or Academic Support staff cross the school.

Provide key results to be achieved by this position and a breakdown of the main duties and responsibilities, as well as the percentage of time they occupy:

Key areas of accountabilities	Main duties & responsibilities to support achieving accountabilities	% of time
1. Management Support	<ul style="list-style-type: none"> - To support the AHCCC by way of diary management and through well prioritised planning and efficient administrative and secretarial support - To arrange appointments when applicable. - To minute meetings where applicable. - Liaising with LS and US AST teams for coordination of appointments, meetings and other matters as required. 	30%



HARROW
BEIJING

Leadership for a better world

JOB DESCRIPTION (NON ACADEMIC)

2. Academic Support	<ul style="list-style-type: none"> - Make sure all books, policy documents, government notices and other paperwork are coded and categorised and stored appropriately. - Keep up to date records and files and ensure that confidentiality of meeting minutes as well as government notices is maintained when storing these files electronically. - Provide administrative support in area of HR (recruitment, agreement signing etc.), Finance (payment procedures etc.), Procurement (vendors selection and contract signing, resources purchasing and allocation), Event planning (cultural activities etc.), Marketing (notices and publicity), Academic team (resources needs collection etc.) and so on. - Arranging dates and venues if needed; - Arranging venues, refreshments, transport and other requirements if needed - Prepare paperwork as required by the school or the local authorities and submit the paperwork according to guidelines and policies. 	40%
3. others	<ul style="list-style-type: none"> - Do the initial translation of information given by AHCCC and work with the school translator or Receptionist for proofreading translations. - Process payments for the department and for the AHCCC - Other tasks given for the AHCCC 	30%
Resources managed	Line management: nil	
	Financial resources managed: nil	
Key working Relations and network	Internal: <ul style="list-style-type: none"> - Teaching Staff in US/LS - Academic Support Team - HR - Finance - Procurement - Library - Operations Team - ICT Team 	External: <ul style="list-style-type: none"> - Students - Parents - Vendors
Key performance indicators for this position (KPIs): <ul style="list-style-type: none"> - Meeting deadlines - Achieving accuracy in information - Attention to detail - Communication effectiveness 		

III. Person specifications

1. Core Values to be demonstrated by the job holder:

Harrow Key Value	Underpinning statements
Leadership for a better world	Contributing Positively to Community



HARROW
BEIJING

Leadership for a better world

JOB DESCRIPTION (NON ACADEMIC)

	Applying Knowledge with Compassion
	Solving Problems Collaboratively
	Solving Problems through Communication
	Making Just Choices
	Facing Challenges with Determination

2. Functional Competencies to be demonstrated by the job holder:

For a non-manager's role:

	Name of Competence
Competence 1	Managing self and resources
Competence 2	Delivering results
Competence 3	Customer focus
Competence 4	Problem solving
Competence 5	Team work
Competence 6	Communicating
Competence 7	Learning and development

3. Specific specialised knowledge, professional skills, qualifications or experience required for this job:

<p><u>Minimum Academic Degree required</u></p> <ul style="list-style-type: none"> - Bachelor degree in a relevant discipline or equivalent mix of education and relevant experience.
<p><u>Professional skill and knowledge required</u></p> <ul style="list-style-type: none"> - Demonstrated ability to work effectively as part of a team, as well as independently. - Good written and verbal communication skills with a strong attention to detail. - Highly developed organisation skills with the ability to prioritise competing demands. - Discretion, and the ability to deal with confidential information appropriately. - Ability to meet deadlines, be flexible and adaptable. - Commercial acumen <p>Desired but not mandatory</p> <ul style="list-style-type: none"> - Knowledge of relevant school policies, procedures and systems. - Knowledge of international education with the Chinese cultural context
<p><u>Experience</u></p> <p>Mandatory</p> <ul style="list-style-type: none"> - At least 3 years successful experience in a comparable role. - Previous experience of diary management. - Experience of managing and maintaining accurate records and filing systems <p>Desired but not mandatory</p> <ul style="list-style-type: none"> - Experience of working in a school environment.



HARROW
BEIJING

Leadership for a better world

JOB DESCRIPTION (NON ACADEMIC)

Language

	Confidence	Intermediate	Operational	Extensive
Chinese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
English	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

IT Skills

- Microsoft Office and knowledge of relevant softwares.
- Experience of CRM is preferable.

4. Other job-related or local special factors not mentioned above:

- 4.1 Non – criminal record issued by police authorities must be provided by the selected candidate.
- 4.2 After hours and weekend work will be required for School related activities such as cultural events
- 4.3 Harrow Beijing is committed to safeguarding and promoting the welfare of children and young people and expects all staff and those connected to the school to share this commitment.
- 4.4 Travel frequency
 No travel required **Occasional travel required** **Frequent travel required**