



HARROW
BEIJING

Leadership for a better world

JOB DESCRIPTION (NON-ACADEMIC)

I. Job Information

Job Title:	Administration and Academic Support Officer
Job Grade:	G4
Department:	Saturday School(SS)
Duration of Appointment:	Fixed term of 2 years, subject to renewal
Line Manager's Job Title:	Director of Saturday School

II. Job Specification

Main purpose of job: Manage and maintain the Saturday School office and Saturday School staff room and related resources and inventory and help implement operation systems in Saturday School to ensure smooth running of the school. Provide support for the Director of Saturday 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. Administration	<ul style="list-style-type: none">- Organise Saturday School (SS) Staff room and Office and make sure they are in good condition.- Handle purchase or payment procedures for SS.- Saturday School daily operation work (necessities pickup, keys storage, photocopy or paper shred, office devices maintenance etc)- Manage uniform, students and parents' badges inventory and place orders when necessary.- Liaise with finance, HR, procurement for all purchase related issues.- SS daily operation work (necessities pickup, keys storage, photocopy or paper shred, office devices maintenance etc).- Support all SS activities preparation and execution, including the information session, graduation, parents meeting, staff party and etc.	30%
2. Academic Support	<ul style="list-style-type: none">- Arrange class/teacher timetables for all the SS programmes (including Saturday classes and summer programme classes) under the guidance of the director of SS.- Update teachers' folders with new attendance sheet and teaching record sheet each teaching week.- Update pigeon holes at least two working days before new teachers join.- Keep all teaching related documents stored in an organised way.	30%



HARROW
BEIJING

Leadership for a better world

JOB DESCRIPTION (NON-ACADEMIC)

3. Information Management	<ul style="list-style-type: none"> - Create and maintain student class register, attendance record (soft and hard copy) - Store students' enquiry form and registration form (soft and hard copy) - Create and maintain teachers' information database and attendance record (soft and hard copy) - Create and maintain student test result database (soft and hard copy) - Manage textbook inventory and record book distribution - Send weekly notice of student attendance report 	20%
4. Cambridge Exam Centre Administration	<ul style="list-style-type: none"> - Prepare for Cambridge exams run by SS. - Send out exam info to parents and students. - Store and manage Cambridge Exam materials and student test results in compliance with Cambridge's requirement - Make copies of students' certificates and keep in safe place for collection 	10%
5. Others	<ul style="list-style-type: none"> - Provide other support assigned by line manager 	10%
Resources managed – line management and financial resources:	Line management: n/a	
	Financial resources managed: n/a	
Key working Relations and network	Internal: -procurement -Saturday School teachers and tutors -academic staff -finance	
	External: -parents -students -perspective parents and students -British council -Cambridge Esol	
Key performance indicators for this position (KPIs): - Satisfaction of teachers, students and parents - Stationary, textbooks, uniforms and all teaching necessities are ordered in time and well managed. - Evaluation results from cambridge ESOL - Teaching staff satisfaction		

III. Person specifications

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

Harrow Key Value	Underpinning statements
------------------	-------------------------



HARROW
BEIJING

Leadership for a better world

JOB DESCRIPTION (NON-ACADEMIC)

Leadership for a better world	Contributing Positively to Community
	Applying Knowledge with Compassion
	Solving Problems Collaboratively
	Solving Problems through Communication
	Making Just Choices
	Facing Challenges with Determination

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

<u>Minimum Academic Degree required</u>				
- University degree				
<u>Professional skill and knowledge required</u>				
Mandatory				
- Excellent organisational skills				
- Good communication skills				
- Good spoken and written English				
- Can work under pressure and frequently on weekends				
- Self-driven				
<u>Experience</u>				
Mandatory				
- Administrative experience (1 year+)				
Desired but not mandatory				
- Academic support experience (1 year+)				
- Customer service experience				
- Multinational organisation experience				
<u>Language</u>				
	Confidence	Intermediate	Operational	Extensive
Chinese	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
English	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>IT Skills</u>				
Mandatory				
- Microsoft Office and knowledge of relevant softwares.				
Desired but not mandatory				
- CRM system				



Leadership for a better world

JOB DESCRIPTION (NON-ACADEMIC)

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

3.1 Non – criminal record issued by police authorities must be provided by the selected candidate.

3.2 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.

3.3 Travel frequency

No travel required Occasional travel required Frequent travel required