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ABA is the first school in Muscat, Oman offering three International Baccalaureate programmes, focusing on an academically challenging, global education. We are an international school for boys and girls aged 3 to 18 with over 75 nationalities represented. ABA is grounded in its mission to deliver an international education of the highest quality to enable students to be confident, responsible, caring, life-long learners.

## **ELEMENTARY SCHOOL ADMINISTRATIVE ASSISTANT**

### **Position Overview**

The role provides administrative support to the Elementary School Leadership Team and requires strong organizational skills, a proactive approach, strong English Language ability and interpersonal skills and proficiency in Google Suite. This role requires absolute discretion at all times, and flexible hours are needed for events. Therefore, the ES Administrative Assistant will have the same holiday schedule as the Elementary School Leadership Team.

### **Responsibilities**

Tasks and responsibilities include, but are not limited to:

- Provide administrative support, including calendar management, creation of rosters, booking meetings, planning events, staff absences, parent inquiries, organizing travel, report writing.
- Collaborate with colleagues and other stakeholders to best support students, families, staff and stakeholders.
- Role-model our school's Mission, Vision and Values
- Understand and ensure school policies are reflected in practice.
- Support ES staff with stationery, photocopying and laminating requests
- Update iSAMS data including photos and use to generate students reports, including class lists, sibling reports, parent email addresses,
- Generate new assessment data sheets each year
- Sort and organize assessment portfolios, reorganize by class each year
- Assist with digitizing assessment data
- Support with new student arrivals, including data, processes, uniforms and other necessary administration.
- Organize the parent sign-up system for conferences

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- Monitor student attendance and follow up as needed
  - Assist with organizing cover for Teaching Assistants and teachers, including completing and submitting timesheets
  - Maintain and manage supply teacher listings, keeping contact names and details up to date.
  - Send out the Language Profile survey, organize the data by grade level and language, share the data with teachers as needed.
  - Oversee consumables and teaching resource room
  - Support with drop off, pick up and playground duties
  - Other duties as required by the Elementary School Leadership Team.

### Qualities

- Have proven experience as an Administrative Assistant
- Have energetic interpersonal skills and build relationships with stakeholders, including the parents, students, staff and external stakeholders
- Be fluent in English (reading and writing); other desirable language skills include Arabic and/or Hindi
- Demonstrate a continuous commitment to personal, professional learning and growth
- Knowledge of using Google Drive Programs and preferably iSAMS
- Strong organizational skills and attention to detail
- Initiative and a solution-focused attitude

ABA Oman International School offers a comprehensive total compensation package. This is a rare opportunity to work with a fantastic community of professionals that makes up our ABA Community. Interested candidates should submit a resume and cover letter indicating personal strengths and accomplishments.

This position will remain open until filled. If this posting remains active on our website, we will continue to accept applications. We thank all applicants for their interest; however, only those selected for an interview will be contacted. Interested candidates should submit their application using the link provided on our website. Applications sent via other channels will not be accepted.

*ABA Oman International School will only use and retain personal information for the purpose it was collected. Any personal information provided will be maintained in confidence.*

September 2021