



Vienna International School Job Description

Job Title: Secondary Administrator

Responsible to: Secondary Principal

Admin Salary Scale: IV

% of Employment: 100%

Job Summary: To provide administrative support to the Secondary School Principal and Deputy Principals in the effective administration of the Secondary School.

Personnel Specification	Essential	Desirable
Minimum Qualifications	Secretarial Degree/Certificate or equivalent - A high level of proficiency in written and spoken English and German	- Knowledge of other languages an advantage
Professional Experience	- At least 2 years of relevant working experience	- Previous working experience in an (international) school
Professional Understanding and Knowledge	- Excellent general IT literacy including use of email, word processing and spreadsheets, databases and google docs	- Experience with educational software (GSuite for Education, ISAMS, Manage Bac) an advantage
Professional Competencies	<ul style="list-style-type: none"> - Self-starter, well-organized, detail-oriented, and assertive team player - Excellent time management, organizational, coordination, and communication skills (verbal and written) - Able to effectively communicate while employing diplomacy - Customer-oriented approach - Capable of handling multiple projects simultaneously with little supervision - Able to manage multiple priorities and set appropriate trace systems to track projects and work - Able to maintain strict confidentiality - A high level of positive energy and drive 	- Experience and understanding of the working of international schools, including empathy for the challenges faced by teachers, students and parents
Beliefs and Values	<ul style="list-style-type: none"> - A strong commitment to the beliefs and values of the three IB programmes - A strong commitment to the belief that all children can be successful - A willingness to support and promote intercultural understanding and international mindedness - A strong commitment to supporting students 	

KEY RESPONSIBILITY AREAS

Substitute teachers/Covers

- Arrange substitute teachers for absent teachers in cooperation with the Deputy Principal



Cover for testing accommodations

- Arrange cover teachers for testing accommodations (scribes, readers)

Office

- File all student documentation and archive the files of those students who have left the school
- Produce statistics as requested by the Secondary Principal
- Collaborate with the PA to the Secondary Principal to balance the office workload to maintain equity and efficiency and ensure that the office is staffed from 07:30 to 16:00 on each school day
- Within reason, deputise for the PA to the Secondary Principal in the event of her absence
- Coordinate tasks with PA to the Secondary Principal (mail, phone calls, queries, etc)

Support for the University Counsellor (working hours to be agreed between the Secondary Principal and the Counsellor)

- Arrange and make booking for visits from universities and other presenters
- Arrange University fairs
- Arrange and make bookings for presentations given by the Counsellor
- Update the University Visits List and list of summer programmes proposed by universities
- Maintain the Counselling noticeboard
- Coordinate the PSAT, SAT Preparation workshop, Interview training, Oxbridge tests and STEP test
- Prepare reference letters for university application for all G12 students on the base of UAGs
- Update the Counselling information on the Intranet
- Assist the counsellor with scheduling appointments for parents and students
- Assist with editing and publishing the school's university counselling materials

General

The Secondary Administrator is expected to:

- Support community related activities in the promotion of the 'life of the school'.
- Provide support for other activities as deemed appropriate by the Director within the scope of responsibilities as Secondary Administrator.
- Any other duties that may reasonably be required within the general level of responsibility of the post.

Review

This Job Description will be reviewed as part of the School's Appraisal Process. It may also be reviewed by mutual agreement outside such a cycle at the request of either the Director or the post holder.

Framework

To support the post holder in the fulfilment of the terms of this Job Description, Vienna International School undertakes to provide, within the limitations of available resources:

- An appropriate induction programme
- Ongoing Professional Development opportunities, linked to the Strategic Plan and agreed school objectives and personal goals
- Personal and professional support as appropriate
- Equality of opportunity in personal development