

Role Definition

Position:	Administrative Officer for The English Institute
Line Manager:	Headmaster/Senior Assistant Head in charge of the Institute
Place of Work:	The English Institute
Terms and Conditions	Administrative Full-time post. Temporary contract with possibility of extension. 13th salary and Annual leave starting from 20 days per year.
Description	Full time post- 38 hours per week
General Duties:	<p>Administrative Duties</p> <ul style="list-style-type: none"> • Provide administrative support to ensure that all operations relating to the post are maintained in an effective, up to date and accurate manner. <p>Main Activities:</p> <ol style="list-style-type: none"> 1. Type correspondence, reports, and other documents 2. Distribute meeting agendas and take minutes 3. Distribute minutes 4. Create timetable (classes/teachers) for following academic year 5. Create room schedule document 6. Distribute teachers' timetables 7. To send book order to bookshop and deal with any queries that may arise 8. To process new books for teachers' reference or reader library 9. To prepare book lists for students to buy 10. To find substitute teachers when a teacher is absent. 11. File students' progress reports and prepare files for following academic year 12. To organize advertising in consultation with the Institute Line Manager and the Board Accountant 13. To prepare, & distribute information circulars to parents throughout the year i.e.: registrations, welcoming letter in September, etc.

14. To email and/or text all parents throughout year with a variety of information and reminders
15. To prepare teachers' pigeon holes
16. To prepare registers
17. To make appointments for parents to see teachers or vice versa
18. To prepare and administer mark sheets for teachers

- Provide support to the Heads of Section to ensure that the Heads of Section are provided with the resources to make effective decisions

Main Activities

1. Maintain confidential records and files
2. Maintain records of decisions
3. Research and assist with the preparation of motions, policies and procedures
4. Review and edit reports
5. Prepare correspondence
6. Arrange parent appointments for Parents' Days (excel/word mail/merge documents)
7. Attend monthly Head of Section meetings and prepare the agenda
8. Prepare Staff calendar with Heads of Section
9. Deal with complaints from parents in consultation with Heads of Section and the Institute Line Manager

- Provide receptionist services

Main Activities

1. Greet and assist visitors
2. Answer phones
3. Direct Calls and respond to inquiries
4. Answer telephone queries
5. Contact parents for emergencies, e.g. child is unwell in class.

Admissions and Examination Duties

Main duties

1. Registration of current and new students
2. Arrange for new students to undertake placement tests
3. Email parents who have not re-registered
4. Enter students' test results on computer
5. Send out Cambridge exam information/entry forms to students/parents
6. Send out Cambridge information letters to students who have entered to sit exam

	<p>7. Enter students' Cambridge exam results on computer</p> <p>Payroll, Finance, Accounting duties</p> <ol style="list-style-type: none"> 1. Collection of fees 2. Collection of entry fees for Cambridge exams 3. Balance money and prepare bank lodgements 4. Prepare Teachers' Salaries document 5. Count staff hours at end of each month and email Teachers' Salaries document to accountants 6. Enter all students' fees and classes on IT software and generate invoices 7. Prepare spreadsheet and word document (mail/merge) to inform parents to pay 2nd and 3rd (final) instalments
Desirable Qualities	<ul style="list-style-type: none"> • Great organizational skills • Good communication skills and close attention to detail
Working hours:	11:30-18:30 (0.5-hour break)
Minimum qualification requirement:	<ul style="list-style-type: none"> • Relevant Bachelor's Degree • Excellent spoken and written command of the English and Greek Language • Experience of working in a school setting would be considered an advantage
Salary	A4-A7+3 English School Scale

Note: The attached job description and duties will be reviewed in one year

Non limiting clause

This role definition is not intended to be a complete or limiting description of the functions that the employee may reasonably be requested to undertake. The role definition may be changed to meet changing exigencies, and following consultations with the post holder.