

Administrative Officer (Full-time)

JOB DESCRIPTION

Introduction

The Administrative Officer provides an important administrative support role in a complex international community, helping the Director to maintain focus on the British Section's core purpose.

Excellent communication skills in both English and French are an essential requirement of the job; the Administrative Officer is often the first point of contact for the outside world and hence has a vital role in projecting a positive, welcoming image and ensuring all communications from the Section meet the highest professional standards.

The Administrative Officer is responsible to the Director.

The Administrative Officer's main responsibilities are defined below. The British Section's administrative team adheres to a team strong ethos and each member of staff is expected to transfer to other activities within the office domain if needs/deadlines so require.

Responsibilities

1. PA to the Director

- To help ensure the most effective use of the Director's time by handling correspondence and projects, and prioritising issues requiring his attention
- To deal independently with enquiries from all stakeholders in the community, outside agencies etc as appropriate, and effectively allocate communication appropriately within the section, prioritising where necessary and acting as 'gatekeeper'
- To act as the main point of contact for the Director and respond to telephone calls and emails on his behalf as appropriate
- To initiate routine and non-routine correspondence/communications, with minimal recourse to the Director
- To provide support to the BSPA and PTG, including where they need access to the site
- To assist parent volunteers in the coordination of external events incl *boums*, BFI dinner etc, liaising with other members of the administrative team (e.g. Finance) as appropriate
- To ensure the Director is informed of events and activities requiring his attention, prioritising them as appropriate
- To show leadership and initiative in managing issues and events as they happen/arise
- To take responsibility for the coordination and organisation of section functions and events as required
- To be the first point of contact for all visitors with appointments to see the Director, dealing with these appropriately and engaging other staff where relevant
- To make hotel reservations for visitors and examiners as required
- To provide administrative assistance to the Director in the organisation of IGCSE examinations

2. Internal communications

- To ensure the smooth and timely flow of appropriate and relevant information to keep British Section staff and parents informed of upcoming events, deadlines and opportunities
- To coordinate and maintain the British Section calendar in liaison with the SLT, Coordinator of External Relations, British Section Site Coordinators, staff, French administration, PTG Events' Coordinator etc
- To manage key dates and deadlines ensuring all staff are informed of upcoming events and deadlines etc in a timely manner
- To ensure the smooth and timely transfer of appropriate information to the French administration
- To liaise with the French administration (*intendance, agents, C'Midy* etc) to ensure the smooth organisation of British Section events and activities
- To coordinate room reservations for both recurring and punctual events
- To ensure the *loge* is informed of any visitors
- To prepare and dispatch British Section reports
- To support the French administration in the organisation of *stages en entreprise*: collating *conventions de stage*, collecting *rapports de stage* for marking, liaising with *scolarité* etc as appropriate
- To record pupil data on British Section systems e.g. classes and GDPR authorisation, communicating changes to relevant parties where appropriate

3. Staff recruitment

- To assist with the recruitment process of British Section staff and, in particular:
 - To liaise with TES and other organisations to register advertisements
 - To collate applications and respond to enquiries
 - To draw up interview schedules and communicate these to candidates
 - To collect references
 - To arrange hotel bookings for interviewers and interviewees, where appropriate in liaison with the British Section's Finance Officer
 - Take responsibility for ensuring that French administration receive the information they require regarding staff appointments/exit
- Coordinate staff induction and exit procedures including ensuring that all staff have had safeguarding training before they start work with students and update the Director accordingly
- Liaise with supply teachers to check their availability and contact them when they are required

4. Educational Trips

- To provide administrative support for teachers organising school trips: liaising with the French administration, collating the required paperwork (*autorisations familiales*, copies of travel documents & health insurance cover, etc) etc

5. Office management

- To ensure the British Section office provides a welcoming, efficient and dynamic environment that supports staff and pupil well-being

- To handle telephone enquiries and be the first point of contact for students, parents and visitors calling, or calling at, the British Section office
- To deal with incoming and outgoing mail including official communications sent by email
- To order office supplies as appropriate incl maintenance of the office/teachers' photocopiers
- To liaise with office staff to ensure permanent presence of administrative staff during office hours

6. General

- To continually review working practices, suggesting improvements as appropriate
- To have a commitment to professional development
- To undertake bulk photocopying, filing, administrative assistance with events, projects and missions etc for the Director and, where appropriate, other members of SLT and staff
- To undertake projects and tasks as required by the Director

Person Specification

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Understanding of the French school system and the British Section structure, provision etc 	
Skills	<ul style="list-style-type: none"> • Native level English • Full professional fluency in French • Highly ICT literate and knowledge in the use of Microsoft Office • Excellent writing, editing and proof-reading skills, with the ability to produce well formatted letters and communication material • Highly organised, self-motivated and able to work independently • Diplomatic and able to work collaboratively with colleagues • Ability to manage uncertainty and work in a complex international environment • Experienced in dealing with varied and conflicting work demands • Ability to quickly and willingly learn new processes • To maintain confidentiality and discretion in all matters 	
Personal	<ul style="list-style-type: none"> • A 'can do' and helpful attitude • Ability to work flexibly 	A sense of humour and a positive attitude

	<ul style="list-style-type: none">• Be prepared to support other wider school functions• Willingness to take on additional training• A professional manner	
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The British Section is committed to safeguarding and promoting the welfare of children and young people. An enhanced DBS / *casier judiciaire* check is required for all successful applicants.