

Position: Administration Assistant

Employer: THE JUNIOR AND SENIOR INSTITUTE

Working Hours: 14:00 – 19:00

Job Description

- **Administrative tasks:** Managing day-to-day operations, such as maintaining records, organizing schedules, and coordinating appointments.

- **Student services:** Assisting new and existing students with registration, course selection, and enrolment. Providing information on the institute's programs, course requirements, and fees. Maintaining accurate and up-to-date records of attendance, grades, and student performance.

- **Communication:** Facilitating effective communication between students, teachers, and staff. Addressing inquiries, concerns, and feedback from students and ensuring timely response.

- **Facilities management:** Overseeing the maintenance of classrooms, equipment, and supplies. Ensuring a safe and conducive learning environment for students and staff. Creating a safe and respectful classroom environment that promotes diversity, inclusion, and cultural understanding.

- **Financial management:** Assisting with financial operations such as handling student payments, issuing receipts, and preparing invoices.

- **Staff support:** Providing administrative support to teachers and other staff members, such as arranging meetings, preparing documents, and managing schedules.

- **Data management:** Maintaining and updating student records in compliance with data protection regulations. Generating reports and statistical analysis as required.

This list includes the main duties and responsibilities of the above-mentioned position; however, it is not exhaustive. Any additional duties that might be deemed for you to undertake, will be communicated clearly and transparently. All professional staff are expected to undertake other duties and projects as may be reasonably required by the Director of Studies in accordance with the grade of the post. This job description is subject to regular discussion and review.