



Woodstock School

JOB TITLE: Education Administrative (EA) Officer in Quad Office

REPORTING TO: Head of Early Years (EY) and Middle Years (MY)

PURPOSE OF THE JOB:

The EA Officer is responsible for organizing and coordinating office operations and procedures in order to promote organizational effectiveness and efficiency. The EA Officer reports to the Heads of Early Years and Middle Years and is responsible for establishing efficient systems, as well as maintaining office records and a collaborative office environment.

Primary Responsibilities

1. Managing Internal & External Assessments and Reports.
2. Coordination & Event Management.
3. Communication with Students, Staff & Parents.
4. Record Keeping.
5. Budget preparation & tracking.
6. Employee Supervision.

1. Managing Internal & External Assessments and Reports

- Assisting the registrar in whole school scheduling, including creating Early Years (EY) schedules and setting up the new academic year in ManageBac.
- Assisting with the organization of student assessments such as CEM testing and/or CAT4, in partnership with the Head of Special Needs and the Upper School Office.
- Printing and mailing of student report cards on a semester basis and making necessary arrangements for Parent Teachers Conference meetings held twice a year, or as and when requested by the parent.

2. Coordination & Event Management

- To organize and supervise the setup of major events in the school, in conjunction with the Principal, Admissions, Deans or Head of Schools. Such events would include, but are not limited to, the new student/staff orientations, award assemblies, weekly assemblies, Outdoor Ed co-ordination, whole school chapels, sports days, graduation and semester beginning and end.
- To coordinate work schedules of the Quad Office staff and draft duty rosters for teaching staff including the supervision of activities and events, and study hall rosters, substitutions and coverage of teachers, absences, etc.
- To coordinate events and teaching schedules across the three divisions of the school and supervise the day-to-day functioning of the school



- To direct and evaluate the work of office staff in the EA Office to ensure that the quality of service to students, parents, staff and guests is efficient, professional and welcoming.
- To organize and supervise the calendars for the Heads of EY and MY, managing meeting requests and the scheduling of teacher observations, parent meetings, etc.

3. Communication

- To coordinate and supervise all Early Years and Middle Years school-wide and division-wide parent communications and keep records of the same.
- To post communications to staff and the wider community where appropriate.
- To coordinate parent newsletters.
- To ensure that all dealings of the Quad Office staff with students, parents and teachers are handled politely and efficiently.
- Preparing duty roster for teaching staff.

4. Record Keeping

- To create and maintain a thorough EY/MY calendar of duties and responsibilities for each month of the school year.
- Assigning advisors and homeroom heads to the new and current students, updating records on Student Management System and maintaining attendance of students on Managebac.
- To ensure that attendance records for EY and MY staff & employees are accurately updated in the Keka leave management system.
- In Coordination with Heads maintain and record the Meeting Agenda and Minutes.

5. Budget preparation & tracking

- To prepare and manage, in consultation with the Heads of EY/MY, the budgets for the education programs.
- To identify and prioritize construction and resource needs and prepare the yearly Capital budgets in consultation with the Heads.
- To strictly monitor spending in line with the approved budgets.
- To establish systems to route and record all expenditure through the Quad office.
- To ensure that resources and equipment (including photocopiers, computers) are of appropriate quality and adequate in quantity for the needs of staff and students across the school. To maintain also the record of furniture and other movable items in the Quad area.
- Correspondence with business office for advances and settlement, requesting of monthly imprest for working of school operations and processing all expenses claim forms, request for payments. (Day care included).



- Procurement and maintenance of office equipment's and stationery supplies to see that all classrooms, library, laboratories furniture equipment's and ICT resources are in working conditions.

6. Employee Supervision & Building Maintenance

- To oversee the work of Employees.
- To ensure that employees meet the standards they are required to adhere to.
- Maintenance of school building and other facilities through periodical inspection and coordination with the maintenance department for upkeep and improvement of the school building.

As with all job descriptions, the post holder is expected to carry out related tasks which may be reasonably required by the Supervisors.

Skills & requirements

- Excellent written and verbal communication skills.
- Ability to communicate with both students and adults.
- Ability to handle work pressure, especially during critical periods.
- Ability to work independently.
- High level of teamwork skills.
- Proficiency with computers and School Management Systems (Managebac - MY & Jump Rope - EY).
- Research and action oriented.

Qualification & Experience:

- Graduate with 5 - 8 years of experience in office management
- Experience with school administration.
- Assisting in the management of internal and external exams and/or assessments?
- Preferred Diploma in Education Administration.
- Experience in International and Residential school.

APPLICATION DEADLINE: As applicable

HIRING PROCESS:

- Interested applicants should apply through <https://my.hirehive.io/woodstock-school>
- Shortlisted candidates will be interviewed by the hiring committee via Zoom.

JOINING DATE: At the earliest.