



JOB DESCRIPTION

Administrative Assistant at the Wellness Centre

JOB TITLE: Administrative Assistant (Consultant)

REPORTING TO: Head of Personal Counselling Department

KEY RESPONSIBILITIES:

1. Administrative Support:

- Manage the daily operations of the Wellness Centre, ensuring a welcoming and organized environment.
- Serve as the first point of contact for students, staff, and parents seeking wellness-related information.
- Handle confidential information with professionalism and discretion.
- Schedule appointments and maintain calendars for the Wellbeing Team, including counsellors and wellness coordinators.
- Manage emails, phone calls, and other correspondence, responding promptly and professionally.
- Assist in preparing reports, presentations, and meeting agendas.
- Assist in networking and correspondence with external stake holders.

2. Records & Data Management:

- Maintain accurate and up-to-date records of student and staff interactions, wellness initiatives, and program participation.
- Ensure compliance with school policies and confidentiality requirements.
- Assist with compiling data for reports, surveys, and evaluations related to the effectiveness of wellness programs.

3. Event & Program Coordination:

- Assist in planning and organizing wellness-related events, workshops, and awareness campaigns.
 - Coordinate logistics, including venue arrangements, catering, materials, and communication with participants.
 - Support the promotion of wellness initiatives through newsletters, posters, and digital platforms.
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4. Communication & Liaison:

- Act as a liaison between the Wellness Centre and other school departments, ensuring smooth collaboration.
- Coordinate with external professionals, such as mental health experts and wellness trainers, as needed.
- Support outreach efforts to parents and the broader school community regarding wellbeing initiatives.

5. Other Duties:

- Provide general administrative support to the Director of Wellbeing and the Wellbeing Team.
- Undertake other responsibilities as assigned to enhance the functioning of the Wellness Centre.

QUALIFICATIONS & SKILLS:

- Bachelor's degree in a related field (preferred).
- Proven experience as an administrative assistant, secretary, or similar role in an educational or wellness setting.
- Strong organizational and multitasking skills, with attention to detail.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace.
- Ability to handle sensitive information with confidentiality and professionalism.
- Familiarity with school environments and student wellbeing initiatives is a plus.
- Strong interpersonal skills and ability to work collaboratively within a team
- Ability to work under pressure.

HIRING PROCESS:

- Interested applicants should apply through [zartis.com Woodstock | Working at Woodstock \(woodstockschool.in\)](https://www.zartis.com/woodstock-working-at-woodstock-woodstockschool.in)
- Shortlisted candidates will be interviewed by the hiring committee vis Zoom.

JOINING DATE: At the earliest.

Please note that this is a consultant position and does not include benefits such as on-campus housing, child education, PF, gratuity, etc.,
