

## Job Description

Job title/Position: Executive Assistant: Primary School

School: Primary School (Pre-K - G5)

Direct Supervisor: Primary School Principal

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### Position Overview

The Executive Assistant: Primary School will be responsible for the day-to-day office administrative support to the Primary School Principal and Primary School Leadership Team and Staff. The Administrative Assistant will report directly to the Primary School Principal and liaise with the Learner Support team, teaching and support staff.

### Qualifications and Experience

The Executive Assistant: Primary School should have:

- Excellent communication skills in English and Cantonese
- Administrative support skills
- Computer proficiency essential
- Excellent time management skills
- Ability to multitask

### Work hours

7:30 am - 3:45 pm from Mondays to Fridays; 45-minute lunch break. Due to the nature of this position, working hours outside the normal office hours might be required as determined by the needs of the school.

### General Responsibilities

The Executive Assistant: Primary School will be responsible for:

- Performing all office administrative support to the Primary School Principal and Staff
- Handling incoming telephone calls
- Making appointments for the parents and teachers with the Principal, Assistant Principal and Teachers
- Greeting visitors, parents and students for any inquiries
- Collecting/sorting incoming and outgoing mails, couriers and fax
- Organising, documenting and filing of Primary School student files and records
- Maintaining Primary School Schedules; class, duties, assemblies etc...
- Coordinating with the Facilities and Operations Director for the stationery and Nurse for first aid supplies
- Reporting the daily students and teachers attendance via school intranet
- Supporting Arrival and Dismissal of students
- Supporting day-to-day operations of the Primary School

- Support teacher attendance and sub coverage
- Monthly tasks as assigned using Trello

### **Additional Responsibilities and Qualifications**

- Proficiency with the HKA database systems for maintaining current student data and communication with parents
- Assisting the International Baccalaureate (IB) Coordinators (PYP) with the compilation and organisation of student work and ensuring timely preparation and mailings of student internal assessment work
- Assisting the Student Action Coordinator and Athletic Director with the planning and logistics of all student trips both locally and internationally
- Assisting with the preparation and organisation of locally hosted conferences with local staff, visiting guests, and students
- Strong written and verbal communication
- Proof reading documents
- Other duties as assigned by Supervisor

Contact: [recruitment@hkacademy.edu.hk](mailto:recruitment@hkacademy.edu.hk)

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