

# LATIFA SCHOOL FOR GIRLS



## **ADMINISTRATION ASSISTANT**

Administration assistants form part of our front office/reception and back office team and undertake a wide variety of tasks that help to support the smooth running of the school. Each position has a particular set of responsibilities allocated to the individual employee, with other tasks of a general nature being part of the whole team's responsibility.

The responsibilities attached to each position and the skill sets sought are outlined on the following page:

### **Benefits package**

#### **Salary**

Ranging from 6,600 to 7,900 depending upon experience.

An additional allowance of up to 3,545 AED per month may be payable, depending upon personal circumstances.

**Free catering:** Drinks and snacks at morning break and a hot lunch are provided.

**Gratuity:** One-month basic salary for first five years of service. Six weeks basic salary for next five years and two months basic salary per year thereafter, up to an accumulated maximum of two years' basic salary.

**Holidays:** Seven weeks holiday per annum, to be taken during the school's summer break, as directed by the administration, plus all religious and National holidays as declared by UAE government.

**Working Hours:** 7.30 – 4.00 p.m. Sunday to Wednesday, 7.30 – 3.00 p.m. Thursday. One-hour lunch break and 15-minute morning break each day.

## **Administrative Assistant (English medium) – Reception**

### **Overview**

- Front-line reception staff, meeting and dealing with whole school community, in person and on the telephone. Basic ongoing administrative work.

### **Responsibilities**

- Meeting visitors
- Answering telephone calls
- Dealing with student, parent and staff queries as needed
- Writing, editing and distributing letters
- Online and physical filing
- Student sanction tracking
- Editing existing curriculum documents
- Logging receipts and payments on school's financial system

### **Skills sought**

- Excellent spoken and written English
- Approachable, friendly and calm under pressure
- Strong interpersonal skills
- Confident ICT user, comfortable with MS Office package
- Good organisation and time-management skills
- Self starter able to work on own initiative
- Able to work, to tight deadlines
- Team player
- Flexibility
- Good numeracy skills

## **Administrative Assistant (English medium) – Student Documentation**

### **Overview**

- Back office staff, working with student records and documentation. Detailed tracking of student profiles.

### **Responsibilities**

- Working with School reporting system
- Tracking student attainment
- Preparing High School Diploma transcripts
- Examination entries for Diploma requirements
- Filing and distribution of certificates
- External correspondence regarding student certification

### **Skills sought**

- Very confident ICT user, very competent with MS Office package
- Very good spoken and written English
- Precision in work and a good eye for detail
- Excellent organisation and time-management skills
- Able to work, to tight deadlines
- Self starter able to work on own initiative
- Flexibility
- Approachable, friendly and calm under pressure
- Strong interpersonal skills
- Team player

## **Administrative Assistant (Arabic medium) – Reception**

### **Overview**

- Front-line reception staff, meeting and dealing with whole school community, in person and on the telephone. Basic ongoing administrative work.

### **Responsibilities**

- Meeting visitors
- Answering telephone calls in English and Arabic
- Handing calls to parents where translation is required.
- Dealing with student, parent and staff queries as needed
- Writing, editing and distributing letters and documents in Arabic
- Translating written English to Arabic and vice versa
- Verbal translation in parent meetings from English to Arabic and vice versa
- Online and physical filing

### **Skills sought**

- Good spoken and written English
- Native Arabic speaker with strong Arabic written skills
- Approachable, friendly and calm under pressure
- Strong interpersonal skills
- Confident ICT user, comfortable with MS Office package
- Good organisation and time-management skills
- Self-starter able to work on own initiative
- Able to work, to tight deadlines
- Team player
- Flexibility