

School Office Assistant / Office Manager Job Description

Contract type : Unlimited
Activity rate : 50 % (21 hrs/week)
Location : Montreux (VD), Switzerland
Languages : English & French
Start date : June 1st, 2019
Reports to : School Principal

Our school is looking for a new dynamic, motivated and ambitious member.

We are looking for a person with 3 years minimum experience in secretary/office management to have an active role in a dynamic and international environment.

Main responsibilities include:

School Office Assistant will work in the Main Office and contribute to the majority of the clerical work in the school, including handling sensitive documents such as student records. You would act as a liaison between the students, staff, parents and Principal. Specific tasks include the following:

- Ensure the provision of effective Office and Reception services as the school's main public front
- Keep the Office organised with paperwork and data filed appropriately
- Ensure front line enquiries from staff, pupils, parents and visitors are dealt with promptly
- Welcome and announce visitors and guests to the school when required
- Answer, screen and forward incoming telephone calls and enquiries
- Maintain confidentiality at all times
- With support from the Academic Assistant ensure all pupil records and documents are properly maintained, filed and manually/electronically transferred when pupils leave
- Prepare certificates, or attestations as required
- Maintain the attendance registration daily and compile the fire register
- Act as Fire officer and maintain records of evacuations
- Manage the collection, collation and distribution of all statistical and statutory returns
- Write confidential letters, reports and documents including policies, as required
- Collate all necessary forms from students upon their arrival. Scan and enter relevant data into the information management system
- Coordinate whole school events such; Music concerts, Parent/Teacher meetings and information evenings and assist with the organization of Graduation
- Liaise regularly with Maintenance and Housekeeping departments
- Support the transport manager with bus timetables and information
- Support other departments (Maintenance, Housekeeping, Finance, etc.) with translations (French-English) and letter writing
- Distribute mail and packages promptly and send important documents (i.e. student exams, attestations)



- Undertake initial care of sick children and organise First Aid
- Prepare daily sign in/out sheets for students and visitors
- Keep the Reception's cashier book in order
- Keep the photocopier and other staffroom equipment operational
- Place orders for office equipment

This list is not exhaustive. The School Office Assistant will be required to perform any task within his/her scope as dictated by circumstances or as requested by the line manager, even if it is not specifically mentioned in this job description.

Do you want to join us? We're looking forward to hearing from you!

Please apply to recruitment@stgeorges.ch with CV and cover letter.