



INTERNATIONAL COMMUNITY SCHOOL  
مدرسة الجالية الدولية

**Patrons:** H.R.H. Prince El Hassan Bin Talal  
H.R.H. Princess Sarvath El Hassan

**Principal:** Alun Yorath



### Primary Admin Assistant

The International Community School (ICS), one of the longest established and most successful international non-proprietary schools in the Middle East, is seeking to recruit an experienced, enthusiastic and innovative **Primary Admin Assistant** to join the school as soon as possible

Interested candidates should:

- Hold a Bachelor's Degree in Business Administration, Applied English or related field
- Have a minimum of 3 years of experience in the administrative field, preferably in schools
- Have an excellent command of spoken and written English
- Have excellent communication and management skills
- Have a creative, dynamic, and outgoing personality
- Have excellent ICT skills specifically in Google Suite
- Be able to interact with multicultural backgrounds and nationalities
- Have a Jordanian nationality

How to apply:

Applications should be sent to ([recruitment@ics.edu.jo](mailto:recruitment@ics.edu.jo)) with the subject of **(Primary Admin Assistant)**, along with a current CV. For more information, kindly visit our website at [www.ics.edu.jo](http://www.ics.edu.jo)

The deadline for applications is **16th of September**. However, please note that we reserve the right to appoint before the closing date, and interviews will be arranged for all short-listed applicants as soon as possible.



## Job Description Primary Administrative Assistant

**JOB TITLE:** Primary Administrative Assistant  
**RESPONSIBLE TO:** Head of School  
**RESPONSIBLE FOR:** Primary School  
**VERSION UPDATE:** May 2024

### Role Summary:

#### Admissions :

- Database update for emails, phone numbers of parents.
- Follow up on the Exit Checklist for leavers

#### Canteen:

- Prepare the canteen list for teachers and follow up with parents as needed.

#### CCAs:

- Supporting CCAs in terms of communicating with parents of changes/cancellation or adding CCAs.
- Prepare students labels when needed.
- CCA duties include maintaining registration, absence and early departure.

#### Transportation:

- Adding transportation notes to ISAMs for Primary students.
- Update all student change of plans on the spreadsheet for the Security and Transportation Teams.

#### Drama, Music and Sports Departments:

- Communicate with parents in relation to events- classes changes.

#### Security Gate:

- Coordinate with the gate on the upcoming school events, meetings, early departure and arrival of students.

#### Procurement /Finance:

- Placing orders on the system and follow up on delivery dates on the system.
- Supports the Head of Primary in monthly administration and checking of budget.

#### Calendars:

- Managing Head of Primary calendar.
- Updates and maintains multiple calendars as assigned; organises meetings.
- Assist with the Whole School Calendar

#### IT:

- Assist with the reporting system on ISAMS when needed.
- Assist with the School Buddy for CCA and FTCs appointments.
- Distribute each student to their classes and teachers, by linking each student to his subjects through iSams



**Marketing:**

- Assist and coordinate the Primary School student's photographs.

**Parents:**

- Be the first point of contact for Primary School incoming calls and prioritise enquiries accordingly .
- Distributing letters to staff and parents
- Communicate curricular information to parents as needed

**Fire Register:**

- Responsible for printing, and distributing the fire register to teachers and staff absences.

**Trips:**

- Assists with school field and regional, international trips as needed; arranges travel documents for students and assigned personnel as required.

**Registrations and attendance:**

- Record pupils' daily attendance onto the relevant database and provide teachers and follow up absences with telephone calls to parent/guardian and record reasons for absence.
- Distributing attendance letters to parents.

**Primary Inclusion:**

- Manages the IEP administration: arrange meetings for the inclusion departments.

**Primary School Duties:**

- Attend meetings and take the minutes of meetings.
- Keep the teachers updated regarding any student's issues reported by parents
- Work closely on the day to day operations of the Primary School, and be conversant with all aspects of the schools' operations.
- Follow up the primary school lost and found and make sure that items are delivered to the pupils.
- Assists the Head of Primary and the primary Deputies in tasks required for the administration of the Primary school.
- Sends emails to parents, coordinating the meetings for Primary staff.
- Assist the Parent Staff Association when appropriate.
- Support the DHT (Learning) with creation and maintenance of the digital PG portfolios
- Support the DHT (Learning) in administration of external assessments
- Two days a week duty (during lunch/play time) for Primary.
- Undertaking general administrative tasks such as photocopying, laminating and binding.
- Maintains confidentiality of all aspects of school operation including sensitive and personal information.
- Generating school reports for students as needed.
- Handling administrative requests and queries from PSLT and SLT.