

Administrative Assistant - Operations (Maternity Cover)

Harrow International School Hong Kong is the first international boarding and day school in Hong Kong. It is the third school in the Harrow family of schools in the Asia region and provides a British education from Early Years to Year 13 in custom-built facilities in a stunning location in Hong Kong. The School combines elements of educational philosophy, practice and traditions from Harrow School in London with the international mindedness of a diverse pupil body in Hong Kong. Having opened in September 2012, the School roll is currently around 1600 and the school achieves the best results in Hong Kong at A-level and GCSE. We were delighted to have featured as one of the top Schools in the World, top 10 Schools in Asia and one of the leading schools in Hong Kong according to the Spear's Index and CARFAX Index since 2020. Harrow Hong Kong is, however, about much more than academic results and our pupils excel in music, drama, sport and art as well as service and charity work. Our pupils go on to some of most prestigious universities across the world including Oxford, Cambridge, Imperial College London, Durham University, University of Exeter, The University of Edinburgh, Harvard, Stanford, Yale, Princeton University, UPenn, UC Berkeley, The University of Hong Kong and Tsinghua University.

Job Title:	Administrative Assistant - Operations
Job Purpose:	To provide administrative support to the Operations Department and act as a backup school receptionist
Tenure:	Maternity Cover – From June 2024 to December 2024
Reporting Line:	Director of Operations

Job Description

Education is ever-changing and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed regularly and may be varied in light of the business needs of the school.

Specific aims and key responsibilities are:

Procurement

- Answering inquiries from all staff and suppliers
- Obtaining quotations from suppliers and forwarding to users for their agreement on the budget
- Handling whole school order requests
- Processing PO/ PR/ Prepayment/ receiving orders and matching invoices in D365 systems
- Contacting vendors/ suppliers for all the prices, product availability, and goods delivery
- Preparing daily invoices record to the Account department for all the payment
- Assisting in contacting suppliers for the order status and goods delivery
- Monthly stationery order for the whole school
- Updating the supplier database

- Gathering and comparing the supplier of the yearly order for the school stationery and paper tender

Venue Hire

- Arranging to book the venue for external parties
- Guide the applicant to a site visit
- Updating the booking at school bookings system, and record EDB record
- Processing the contract, insurance document, and payment record after SLT approval
- Working with FM for the event and material support

Reception

- Covering at reception during lunch time and when the receptionist is on leave
- Sorting and recording the daily mail and parcels
- Handling incoming calls
- Providing help and services to the guests and visitors
- Postage management for all staff

Other Responsibilities

- Providing administrative and clerical support to the Operations Department
- Implementing safeguarding procedures at the School
- Undertaking duties as the Head of School or a delegated representative may reasonably request.

Harrow Hong Kong is fundamentally committed to safeguarding the children in our care and their welfare is our top priority.

All adults in the School community are expected to follow its Child Protection procedures and are required to undertake safeguarding checks.

Harrow Hong Kong reserves the right to recruit at any stage during the selection process.

Person Specification

The successful candidate will be likely to fit the following profile:

Qualifications:

- Diploma or above

Skills:

- Strong communication skills in English, Cantonese and Mandarin
- Excellent organisational and administrative skills
- Good interpersonal skills with positive and courteous manner
- Proven problem solving skills and ability to multi-task

Experience:

- Two years of working experience in an office environment is preferred

Knowledge:

- Computer literate

Personal Qualities:

- High levels of personal and professional integrity
- Ability to exercise discretion and confidentiality
- Ability to work as part of a team and independently
- Organised and strong attention to details
- Customer-oriented and a professional approach to internal and external stakeholders at all times
- Personal warmth to gain the confidence of pupils, staff and parents

Attitudes:

- Self-motivated, with good sense of responsibility
- Proactive and a positive 'can do' approach in all aspects of the role
- Collaborative approach to team working, both internally and with external vendors
- Flexible, diligent, positive and enthusiastic
- Eagerness and willingness to learn and develop new skills, as required by the role
- High levels of personal presentation

All applicants should have in place the right to work in Hong Kong