



Title	Administrative Officer	Category (cf Policy 5.101)	Administrative Management and Technical Support
Reports to:	Principal	Department:	Administration
Job Holder		Start date:	

IST Foundational Documents

IST Mission

Challenging, inspiring and supporting all our students to fulfil their potential and improve the world

IST Vision

IST will be a global leader in the education of internationally-mobile young people.

All students, regardless of their starting point, will think critically, achieve academically and develop the wisdom to make good choices. They will show curiosity and creativity in addressing authentic problems, local and global.

They will pursue their varied passions with enthusiasm, developing resilience, perseverance, and confidence. Understanding the diversity of people and cultures, they will act kindly, fairly, and responsibly.

All members of the IST community will work together to fulfil this vision.

Statement of Values

All members of the IST community are:

- (a) Responsible - We act responsibly, positively and constructively towards ourselves and other people. We learn from our mistakes and accept the consequences of our actions.
- (b) Inquiring - We show curiosity, perseverance and open-mindedness in seeking to understand and solve problems. We persevere in the face of difficulties and we embrace the learning that comes through failure as well as the joy of success.
- (c) Compassionate - We empathise with others and act with care, kindness and courage. In our interactions, we behave with patience, generosity and integrity.
- (d) Balanced - We believe in a broad education for our students, seeing the value of participation in a varied curriculum.
- (e) Diverse - We treasure the diversity within the IST community, using the rich opportunities for deeper understanding that come from our differences.

IST Strategic Plan

Our Strategic Plan is in place to help our community align efforts to better reach our school's mission, vision and values. This plan is focused on three aims.

1. Personalized Learning:

- (a) Ensure alignment between the written, taught and assessed curriculum
- (b) Implement a strong, multi-tiered system of support to students, consistent with IST's common understanding of inclusion
- (c) Improve our ability to offer a balanced program with opportunities for excellence in academics, the arts and athletics
- (d) Provide exemplary transition programs between campuses and other institutions of learning
- (e) Ensure reporting models support effective partnerships with parents and their child's learning



- (f) Develop a strong internal professional learning community to embed successful professional learning experiences
- (g) Ensure IST students' appropriate use of technology supports their learning

2. **Engaged Community:**

- (a) Improve IST's local, global and international reputation
- (b) Provide opportunities for IST students and faculty to connect with local and global experts
- (c) Develop partnerships within the local community to improve student experiences
- (d) Improve processes and systems to improve communication within the IST community
- (e) Build reciprocal structures to connect alumni with current student
- (f) Establish sustainable and supportive relationships with government ministries
- (g) Promote positive school spirit within and across campuses

3. **Ensured Sustainability:**

- (a) Review the master site plan to ensure school facilities support learning experiences
- (b) Maintain fiscal discipline and transparency within IST community
- (c) Develop the school's capacity to recruit/retain excellent employees
- (d) Lessen IST's environmental footprint
- (e) Align governing models with best practice

Summary of the Role

The objective of Administrative Officer at Secondary School is to assist the principal in the administration of assigned school site by performing a variety of complex and responsible secretarial and routine administrative support functions and to direct and coordinate the work flow and activities processed through the school's central office. Employees in this classification receive limited supervision within a broad framework of policies and procedures. Employees in this classification may direct and coordinate the work of others. This job class requires in depth knowledge of school site operations and administrative procedures as well as a high level of secretarial skills, and functions in a highly independent manner.

Preferred Qualifications and Experience

- (a) Experience: 10+ years' experience as Administrative Officer;
- (b) A minimum Bachelor's Degree in Business Administration or a related field;

Professional Competencies:

- (a) Excellent communication skills in spoken and written form
- (b) Self-motivated with the ability to work without supervision
- (c) Knowledge of child protection and health and safety
- (d) Strong customer service and problem solving skills
- (e) Excellent interpersonal communication and organizational skills
- (f) Experience in public facility management
- (g) Willingness and ability to collaborate effectively with colleagues
- (h) Highly effective relationship developer with a variety of stakeholders
- (i) Strong literacy in G Suite



Professional Attributes and Skills:

- (a) Ability to analyse situations and take appropriate action in a variety of procedural matters independently without immediate supervision;
- (b) Ability to prioritize and coordinate work flow and timeliness for self and others;
- (c) Ability to operate a variety of office equipment and tools such as, copy machine, scanner, databases, Google Sheets, Forms, Docs, and Presentation.
- (d) Ability to establish and maintain effective work relationships with those contacted in the performance of required duties;
- (e) Ability to communicate effectively and professionally in both oral and written forms;
- (f) Ability to establish and maintain a variety of recordkeeping, reference, and data collection systems;
- (g) Ability to understand and apply successfully a variety of complex directions to specific situations;
- (h) Ability to lead and exhibit leadership for a team;
- (i) Ability to facilitate meetings and learning experiences for secondary support staff team members;
- (j) Knowledge of financial record keeping methods and practices;
- (k) Knowledge of proper office systems that promote customer service and efficiency.

Responsibilities

The primary responsibilities for Administrative Officer will be:

- (a) Acts as secretary to assigned school site principal performing a wide variety of complex and responsible clerical and secretarial support duties as well as relieving the school principal of routine administrative functions not requiring his/her immediate attention;
- (b) Acts as a resource person to teachers, students, parents, and the general public regarding general and specific information on the policies, procedures, and activities of assigned school site;
- (c) Directs and coordinates the work of office personnel to meet established timelines; assists in the performance of a wide variety of the more difficult clerical assignments;
- (d) Maintains the organization of confidential files and systems to distribute this information to respective parties;
- (e) Collects necessary information and maintains a variety of logs and records related to certificated and classified employees, personnel transactions, timesheets, absences, etc. as well as substitute logs and records;
- (f) Orders materials, supplies, and equipment; maintains records of purchase orders, invoices, and expenses to date; and inventories and logs same upon arrival;
- (g) Maintains, monitors and liaises with the business office to record expenditures; reconcile ledger printouts and posts expenditures to budget sheets;
- (h) Composes and types correspondence, memos, and/or reports on own initiative from marginal notes, or from oral and written directions;
- (i) Collects data/information and compiles reports and other materials requiring the use of independent judgment and knowledge in assembling and categorizing data;
- (j) Maintains routine bookkeeping records; transferring and depositing monies as necessary;
- (k) Attends various meetings; taking notes and preparing minutes;
- (l) Assists principal with gathering/calculating budget requests and preparing reports;
- (m) Distributes materials and information to teachers, students, and other staff members and ensures timely responses;

Perform any other duties as designated by the Principal



Particulars of the Search

Prospective applicants should be based in Tanzania and need to formally apply. Applicants should submit a letter (in English) describing her/his fit and interest in the position along with an up-to-date curriculum vitae which includes the names, addresses and contact details of three (3) referees.

Applications and enquiries should be directed to staffrecruitment@istafrica.com before close of business on Friday, 30 August 2019.