

JOB SHEET | General Admin Assistant

The General Admin Assistant provides support in various areas of the school's daily operations: communication, purchases, canteen and school bus organisation, liaison with parents, assistance in class, etc.

This role requires to be highly flexible and willing to learn and support where is most needed.

Tasks (as a reference but not limited to)

- Carrying out any general admin duties, such as answering the phone or welcoming visitors;
- Communicating information to the school's families using our communication channels;
- Handling the communication between the school and the outside;
- Being the main contact for the canteen, cleaners, and any other service supplier the school may call for;
- Co-organising events between the school and our families, such as the end-of-the-year fair, or theme-based morning, 2 to 3 times a year (coordination, communication, purchases...);
- Organising school outings and liaising with our partners for Extracurricular Activities;
- Making purchases for the school as needed;
- Dealing with the transportation company and the parents regarding any issue related to the bus;
- Following-up with teachers and parents regarding children' absence from school;
- Translating information and documents into English, create and format emails, documents, assessment presentations, in both French and English;
- Welcoming the children at the bus in the morning and helping them get on the bus after school;
- Liaising with the team to organise staff's substitutions, planned or at short notice;
- Helping out in class whenever necessary;
- Participating in some of the team meetings and the school councils, as instructed by the management;
- Keeping an expense report summary up to date and organising the invoices to be paid;
- Handling any other general admin tasks related to the School;
- Reporting to the Director and the Management.



Candidate's profile:

- Bilingual in French and English with excellent communication skills
- Highly versatile individual with a can-do attitude and ability to prioritise
- Highly organised individual who enjoys working in a team

Working Hours:

- Full time:
 - Monday to Thursday: from 8am until 5pm;
 - Friday: from 8am until 4pm.

To apply:

Simply send your CV and cover letter to contact.singapore@lapetitecole.asia.

PR preferred / The school can apply for a work visa.