



Job Description

Job Title: Elementary School Principal's Assistant **Reports to: Elementary School Principal**

Position Summary

The Elementary School Principal's Assistant provides day to day administrative support to the Principal as required. The Assistant is expected to deliver friendly, courteous and efficient customer care services to all parents, staff, students and visitors at the school.

Performance Responsibilities

The Principal's Assistant will :

- Be responsible for undertaking a broad range of administrative tasks and responsibilities as assigned by the principal
- Be responsible for updating records/inputting data on various software used in the school under the direction of the principal (e.g. Google: Docs, Slides, Sheets, Forms)
- Be responsible for organizing meetings as requested by the principal
- Be responsible for writing and issuing permit slips for students going off campus under the direction of the principal
- Be responsible for assisting elementary school staff and students with day to day requests as necessary
- Be responsible for receiving phone calls to the elementary school, taking accurate messages and delivering messages accordingly
- Be responsible for ensuring substitutes have arrived, their names recorded and substitutes know where their classroom is
- Be responsible for scheduling appointments for parents with the principal as necessary
- Be responsible for distributing forms and letters to teachers and children as and when required
- Be responsible for monitoring and locating students on campus at the request of the principal
- Be responsible for supervising students whose parents are late to pick them up after school, phoning those parents and reporting recurrent cases to the principal



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- Be responsible for collating the attendance data for students, presenting reports on attendance as necessary and calling parents of students who are absent each morning to confirm absence
- Be responsible for managing lost and found items and periodically putting items out for collection
- Be responsible for managing various projects as directed by the principal
- Assist with the organization of various events held by the elementary school under the direction of the principal

Person Specification

Qualifications:

Bachelor's degree in any field.

Experience, Skills and Abilities:

- Minimum of 2 years of experience working in a customer service environment.
- Minimum of a year of experience working in a school environment (desirable)
- Experience of using Microsoft office suite
- Experience of using Google suite (Google docs, sheets, drive, forms)
- Experience of database management i.e. inputting data
- Ability to communicate effectively orally and in writing
- Ability to answer phones and respond appropriately
- Good organization skills
- Ability to maintain confidentiality
- Excellent interpersonal skills- ability to work with many different ages and cultures
- Ability to follow through with instructions
- Attention to detail and efficient time management
- Ability to work outside of normal working hours when required to do so.
- Flexible - ability to perform other duties as requested and capable of using independent judgment in anticipating and then performing the responsibilities of the position

LCS Believes:

That each employee makes a significant contribution to our success

That contribution is not limited to the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee or LCS to only the work identified. It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.