



Tropicana SJII Education Management Sdn. Bhd. (876687-U)
St. Joseph's Institution International School Malaysia (Tropicana PJ Campus)

JOB DESCRIPTION

Title : School Admin Support
Reports to : Principal Elementary School/ Bursar
Department : Central Administration

Responsibilities

- To work as part of a team and make a positive contribution to the effective running of the school.
- To promote high quality communication between all members of the school community.
- To provide admin support services for the school including but not limited to: correspondence, communicating with parents/others by phone/email, dealing with visitors to the school and incoming/outgoing messages.
- To work within all school policies and procedures.
- To meet and greet parents and pupils as welcoming face of the school.
- To assist with admissions and marketing procedures and events.
- To maintain the reception ensuring that the area is well presented, tidy, safe and organised at all times, along with the School Secretary
- To use the School Communications system to communicate with parents.
- To arrange appointments and meeting as required by the Heads.
- To assist with the administration of school events (Open days and Evenings, etc.) e.g. preparing invitations, programmes, booklets, registers, name labels, tickets, etc.
- To assist in the admissions enquiries and follow up procedures of the school
- Prepares a variety of correspondence, reports and other materials (e.g. newsletters, school calendar, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Maintains a variety of manual and electronic documents files and records (e.g. emergency information, facility use, time sheets, school car usage log etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Student registration and follow up on absences
- Maintenance of student sign-in/out materials
- Reservation for parents' workshops or events
- Booking of meeting rooms and equipment
- Liaison with facilities and support staff

A school of the De La Salle Brothers

No. 1 Jalan PJU 3/13 | 47410 Petaling Jaya, Selangor Darul Ehsan, Malaysia
Tel 603 8605 3605 | Email: enquiries@sjii-international.edu.my | Website: www.sjii-international.edu.my



Tropicana SJII Education Management Sdn. Bhd. (876687-U)
St. Joseph's Institution International School Malaysia (Tropicana PJ Campus)

- Booking refreshment for events
- Decorating the ES office for relevant festivals and celebrations
- Organizing gifts and cards for leaving staff and speakers
- Secretarial support in ES office including typing letters, printing booklets
- When necessary assist the Secretary
- Tour parents and prospective families around school
- Manage ASCC registers and Billing
- Liaise with parents on late collection of students
- Support the PE department's sport fixtures
- Any other related office duties as and when required.