Job Description - Office Admin Internship

Responsible to:	**Human Resource Manager**
Job purpose:	To work closely with the admin team and provide administrative support.

Main Responsibilities as Admin Intern
Provide comprehensive support to the entire administrative team as needed, assisting with all administrative tasks as directed by department managers
Assist with reception activities of the front desk which includes answering the telephone, responding to walk-in customers, referring students to appropriate persons, and providing general services information to the general public under the guidance of an experienced team member
Liaise with primary and secondary admin assistants regarding students information flow
Monitors visitor access and maintains security awareness
Performs other clerical receptionist duties such as scanning, electronic filing, and photocopying
Contact parents by phone and by email for example about upcoming events to check their attendance
Answers, screens and forwards incoming telephone calls to appropriate departments
Support with managing the Deputy Head and Assistant Head's by liaising with relevant parties to arrange meetings and appointments
Filing documents manually and electronically
Providing English/Nepali interpretation at meetings with parents if necessary
With guidance, complete research into things such as curriculum courses and University scholarships
Liaise with students and where necessary check things such as documents with them
Page format documents and presentations
With guidance prepare letters based on templates, merge and personalize documents for individual students
Data collection and storage, as per the requirements
Prepare documents for faculties as per the guidelines outlined

Other reasonable requests made by the Principal

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Person Specification - Office Admin Internship

Skills required	
Hard-working and dedicated to continuous improvement	Essential
Ability to communicate effectively, both verbally and in writing, with colleagues, parents and students	Essential
Excellent interpersonal skills, able to work with others harmoniously	Essential
Excellent organisational and time management skills with the ability to prioritise tasks	Essential
Ability to work on own initiative and react to competing demands	Essential
Ability to work to deadlines, applying proactive time management strategies	Essential
Ability to maintain confidentiality	Essential
Awareness of TBS commitment to community work and willingness to contribute to TBS charities and community programmes	Essential
Understanding of google sheets, google docs and google slides	Desirable
Ability to understand the staff code of conduct and follow the TBS safeguarding policies	Essential

Qualification	
Bachelor's degree from renowned University (preferably last trimester/semester/or recently completed)	Essential

Experience	
Proven experience of working as part of a team	Essential
Language Proficiency : Fluency in both written and spoken English	Essential

Personal Attributes	
Enthusiastic and hard-working	Essential
Calm, flexible, approachable attitude	Essential
Ability to solve problems, make good judgements and take decisions	Essential
Ability to work under pressure, on own initiative, accurately and with attention to detail	Essential
Commitment to the improvement and development of own performance	Essential

The British School Kathmandu is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures, including but not limited to police checks, checks with past employers, etc. Our safeguarding and safer recruitment policies are shared with all prospective candidates. TBS does not discriminate with regard to race, color, gender, religion, sexual orientation, age, political opinion, or disability.