



Job Title: Grammar School Admin Assistant

Reports to: Upper School Head

Salary:

- Starting pay rate is \$15.76

Character Qualities

- Personal faith in Jesus Christ defines and informs all aspects of life
- Remains in good standing with a local church
- Consistently models humility, grace, strength of character, and the fruit of the Spirit
- Intentionally pursues community and develops genuine relationships with students, parents, and staff
- Seeks ongoing personal development
- Maintains a personal appearance that is professional and modest

Relational Qualities

- Possesses good people skills and communicates effectively using acceptable English in written and oral communication; speaks with clear articulation
- Respectfully submits and is loyal to constituted authority
- Has the ability to delegate and follow-up
- Consistently gives and receives feedback
- Is able to diffuse difficult situations, solve problems, and respect confidentiality
- Visible on campus and at school activities; recognizes the sensitive nature of his/her presence
- Acts objectively when own children are attending VPA

Role Specific Responsibilities

- Manage field trip permission forms, chaperone information and coordinate information between front office and each classroom for field trips
- Order items for teachers/admins as requested -
- Supplies for students and classrooms
- Locker administration
- Other responsibilities as assigned by the Upper School Head
- Enter marks into Renweb
- Collect survey data from various stakeholders
- Purchase curriculum
- Grade checks for teachers
- Publish HAS weekly
- Student records management