

## ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

<b>LOCATION</b>	Remote, Temporary (3 days a week)	
<b>JOB PURPOSE</b>	<p>You'll provide proactive administrative support to the Content and Curriculum team within Project DNA to maximise the successful completion of the project</p> <p>You'll provide support to an international team of academics and non-academic team members and have good communication skills</p> <p>As a genuine team-player, you'll work across our central, regional, and local Education teams to maximise the successful completion of Project DNA.</p> <p>Everything we do is connected to our vision to create a generation of resilient and creative global citizens, who will change our world for the better.</p>	
<b>REPORTING TO</b>	Education Project Manager	
<b>DIRECT REPORTS</b>	N/A	
<b>OTHER KEY RELATIONSHIPS</b>	<p>Internal:</p> <ul style="list-style-type: none"> <li>▪ Education Team</li> <li>▪ Content and Curriculum Team</li> </ul>	<p>External:</p> <ul style="list-style-type: none"> <li>▪ N/A</li> </ul>
<b>KEY RESULTS AREA</b>		<b>PERFORMANCE MEASUREMENT</b>
<ul style="list-style-type: none"> <li>▪ Maintain and support an effective file storage and data management system in line with project requirements and data protection</li> <li>▪ Communicate effectively between team members</li> <li>▪ Assist in the preparation of documents such as team agendas, team meeting notes</li> <li>▪ Co-ordinate comms and appointments for the Development Community</li> <li>▪ Manage distribution lists</li> <li>▪ Assist in the organisation of team meetings, either online or in-person, including arranging diary links and invitations</li> <li>▪ Providing support to the UK team in maintaining up to date records using Excel.</li> </ul>		<ul style="list-style-type: none"> <li>▪ Employee performance review rating(s)</li> <li>▪ Training feedback</li> <li>▪ Team's feedback</li> <li>▪ Campaign performance</li> <li>▪ Programme success</li> </ul>
<b>PERSONAL SPECIFICATIONS</b>		

- Experience of assisting with preparing documentation and reports
- Experience of working collaboratively and effectively in a team
- Experience of organising meetings and taking notes/minutes
- Experience of planning and organising one's own work.
- Experience of working collegially and collaboratively across teams
- Good written and oral communication skills and experience of using a variety of communication methods
- Experienced user of IT including use of Microsoft applications, particularly Word, Excel, MS Teams, PowerPoint and Outlook
- Ability to solve problems, using information from a variety of sources to aid analysis and make timely decisions
- Ability to deal with multiple tasks in parallel and sharing knowledge appropriately
- MailChimp experience
- Power BI knowledge

## PERSONAL ATTRIBUTES

As our teammate, here's what we expect:

- You love being part of a team – it's what gets you up in the morning.
- You'll run it like you own it – you take huge pride in your work and your relationships.
- You're resilient – you'll speak up and speak the truth.
- You get the job done – to outstanding levels of quality, every time and always to the deadline.
- You're humble – you'll know what you're great at and where you're not quite so strong.
- You're a listener – you'll hear what people say so you understand what's being asked.
- You're calm under pressure – you'll keep cool when the going gets tough and know when to slow down your thinking.
- Entrepreneurial – you'll always find opportunities to do things differently and better.

## CREATE YOUR FUTURE

We're [Nord Anglia Education](#), the world's largest premium international schools organisation. Every day, our teachers and support colleagues help our thousands of students achieve more than they ever imagined possible.

A transformational education at one of our schools is focussed on excellent academic outcomes, creativity, wellbeing, and international connectedness. Our innovative use of educational technology also creates a personalised, 21st century learning experience for all students, while our global scale means we can recruit and retain the world's best teachers and offer unforgettable events and expeditions.

Our people are empowered to make a difference in their fields of expertise. Our fast pace of growth requires evolution and change from everyone, giving you the chance to define the role you do in the future. This challenges the learning agility of our employees and ensures every day brings interesting new experiences.

Founded in 1972 in the United Kingdom, our first international school opened in 1992 in Warsaw, followed by rapid growth across the world since the 2000s.

When you join our team, you'll become part of a global family of experts working for a fast-growing premium international brand.