



JOB DESCRIPTION

SECONDARY SCHOOL ADMINISTRATIVE ASSISTANT

Rabat American School is hiring an Administrative Assistant for the Secondary School to provide clerical and administrative support to ensure operational efficiency and effectiveness.

Job Title

Secondary School Administrative Assistant

Reports to

Secondary School Principal

Responsibilities

- Provide daily administrative support to the secondary school leadership.
- Perform general office duties: phone, email, messages, calendar, filing, attendance, absences, etc.
- Manage & organize the teacher substitute schedule.
- Greet parents, students and staff and direct as appropriate.
- Assist with translation.
- Maintain and secure student confidential records and inquiries.
- Compile & distribute student reports: academic reports, leaving records, certificates, etc.
- Coordinate and manage special events such as assemblies, parent/teacher conferences, ceremonies, graduation, etc.
- Conduct inventory and order supplies & products.





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SECONDARY SCHOOL ADMINISTRATIVE ASSISTANT

Qualifications

- Bachelor degree required.
- Prior successful work experience in a school setting preferred.
- Ability to fluently communicate in English, French and Arabic, verbally and in writing.
- Ability to adapt to and work with people from different backgrounds.
- Ability to work in an environment with constant interruptions.
- Multitasking abilities and strong organizational skills.
- General knowledge of computer programs and softwares.

To apply, please send your resume, cover letter and three references to staffing@ras.ma with the subject line “Secondary School Administrative Assistant”.

Deadline to Apply

December 15th, 2022