



JOB OVERVIEW

JOB TITLE	Primary Administrative Assistant
ROLE	Assistant (Admin) Position
NEXT REVIEW	July 2027
JOB LOCATION	Bandar Seri Begawan, Brunei Darussalam
GENERAL DESCRIPTION	To provide comprehensive administrative support to the Primary Senior Leadership Team (PSLT) and the Early Years Leadership Team (EYLT) in all matters relating to children in the Early Years and Primary phases. The postholder manages leadership diaries and schedules, maintains pupil data and attendance records, prepares correspondence and reports, and coordinates communication between leaders, staff and parents. The role is leadership-facing rather than front-of-house, enabling both teams to concentrate on the leadership of teaching, learning and care.
REPORTS TO:	Head of Primary

PERSON SPECIFICATION

Qualifications & Experience

- Diploma or degree in a related field, or A Levels/IB (or equivalent) with any relevant experience
- Experience of working in a professional setting (an advantage)

Skills and Knowledge

- Excellent written and spoken English, with the ability to draft and proofread letters, notices and reports to a high standard
- Proficiency in Bahasa Melayu (an advantage)
- Confident use of Microsoft 365, such as Outlook, Word, Excel, PowerPoint, Teams, Forms and SharePoint
- Diary and calendar management across several people with competing priorities
- Accurate handling of student data, with the ability to produce clear summaries and reports
- Competent minute-taking and the ability to track actions to completion
- Sound understanding of confidentiality and data protection as they apply to pupil and family information
- Awareness of safeguarding responsibilities in a school setting, or willingness to be trained

Personal Qualities

- Highly organised and proactive, anticipating leaders' needs rather than waiting to be asked
- Discreet and trustworthy, exercising sound judgement in sensitive matters
- Calm, courteous and professional with parents and colleagues, particularly under



pressure

- A willing team member who works well with colleagues from different cultures and backgrounds
- Commitment to the school's Islamic ethos and values, and conduct that reflects them

PROFESSIONAL ACCOUNTABILITIES

Diaries, Schedules and Team Coordination

- Manage the diaries, schedules and appointments of PSLT and EYLT members, arranging meetings with parents, staff and external visitors
- Maintain the Early Years and Primary calendars, ensuring key dates are planned, published and communicated in good time
- Prepare agendas and papers for PSLT and EYLT meetings, take minutes and track agreed actions to completion
- Coordinate the administration of phase events, including parent-teacher conferences, assemblies, sports days, educational visits and Islamic calendar events

Communication with Parents

- Draft, proofread and distribute letters, notices and newsletters on behalf of the PSLT and EYLT
- Manage parental correspondence within agreed timescales, referring matters to the appropriate leader
- Issue and track consent forms and reply slips for trips, events and activities, following up outstanding returns
- Arrange parent meetings requested by leaders or class teachers and record outcomes where required

Student Data and Attendance

- Check daily attendance registers across the Early Years and Primary phases, following up incomplete registers with class teachers
- Follow up unexplained absences with parents and record the reasons given accurately
- Produce weekly attendance and punctuality reports for the PSLT and EYLT, highlighting emerging patterns of concern
- Keep pupil records accurate and current, including contact details, collection arrangements and medical and dietary information
- Process new joiners and leavers in liaison with the Admissions team, so that records, class lists and registers are complete before a child's first day
- Support the collation and distribution of pupil reports and assessment data at each reporting point

Reports and Internal Communication

- Prepare reports, data summaries and presentations for leadership meetings as directed
- Draft internal communications and staff notices on behalf of the PSLT and EYLT
- Maintain orderly digital records on SharePoint, including minutes, phase documentation and correspondence

Staff Liaison

- Act as the administrative link between the PSLT, EYLT, class teachers and specialist



staff, ensuring information flows accurately and promptly

- Record staff absence and communicate cover arrangements as directed by the relevant leader
- Administer extra-curricular activity sign-up and registers for the Early Years and Primary phases
- Liaise with Admissions, Finance, HR, Marketing, IT and Facilities colleagues on matters affecting either phase

Professional Development

- Keep up to date with school policies, procedures and systems
- Participate in relevant training opportunities
- Identify and propose improvements to administrative efficiency and accuracy

Personal and Professional Conduct

- Maintain high standards of professionalism and confidentiality, including in the handling of pupil and family data
- Follow school policies, procedures and expectations
- Demonstrate reliability, punctuality and accountability

Safeguarding

- Work in line with the school's safeguarding and child protection policies
- Report any safeguarding concern or disclosure immediately to the Designated Safeguarding Lead and record it through the school's reporting system
- Complete all mandatory safeguarding training

SPECIAL CONDITIONS

- A small amount of out-of-hours working may be needed for special events, parent evenings and open days
- Administrative staff may be rostered for duty to supervise pupils before and after school
- In line with school policy, the postholder is expected to support at least one extra-curricular activity each term

Please note that this is illustrative of the general nature and level of responsibility of the role. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Line Manager.