



Office Administrator Job Description

General Responsibilities

- Maintain up to date student records including emergency contacts and medical records
- Coordinate the School's Co-curricular Activities programme
- Liaise with the co-curricular providers, e.g. swimming, ballet, chess, sports, etc to keep them informed of term dates, changes in schedules, etc
- Coordinate half termly stationery orders and annual overseas resource orders
- Maintain the medical stocks for the Health Centre
- Arrange school visits and tours by prospective parents in conjunction with the Admissions Manager
- Assist with the arranging of Open Days including all correspondence and catering arrangements
- Complete forms required by parents for governmental and other purposes e.g. the Pupil Pass.
- Liaise with the catering department regarding events and functions
- Liaise with the Facilities department regarding bus schedules
- Coordinate all risk assessments for class visits and other outings

Safeguarding and Promoting the Wellbeing of students and the Durham Community:

- Incorporate the school's mission, aims and core values into normal working practice and be a positive role model to others.
- Place the safety and welfare of students above all other considerations.
- Treat all members of the school community with consideration and respect.
- Promote a positive school culture which is happy, purposeful and productive.
- Maintain and promote high standards of health and hygiene in the School.
- Promote pride in the School among the pupil body through high standards of dress, behaviour, manners, and respect for others and property.
- Promote and safeguard the welfare of children and young people for whom you are responsible, and with whom you come into contact.
- Be alert to, and report appropriately, any behaviour that may indicate that a student is at risk of harm.
- Maintain high standards of behaviour and safeguard students' health and safety both on the School premises and during school visits elsewhere.

Other Responsibilities

- Contribute to the busy life of the School
- Attend and contribute to Administration and Office meetings
- Actively participate in the school activities and events, such as Open Events, trips and visits, plays and concerts, sports days and fundraising ventures.
- Be familiar with the contents of the Staff Handbook, including the school's aims and policies, and endeavour to follow closely the guidance provided in these documents.
- Be familiar with the school's health and safety guidance and be mindful of the health and safety of all members of the school community.
- Work such reasonable additional hours as may be necessary to enable the effective discharge of the Office Administrator's professional duties.

Person Specification:

The successful candidate will have:

Knowledge and Experience

- Excellent written and verbal English communications skills
- Experience in a multicultural, high performance, educational environment
- Competent in a management information system like iSams
- Fully conversant with all aspects of data protection.

Personal Qualities

- Professional in appearance
- Excellent communication and interpersonal skills, the ability to deal confidently with parents, students and senior level management
- Excellent time management skills and meticulous attention to detail
- A strong contributor to a positive school climate
- Strong organization and multitasking skills
- Able to maintain confidentiality
- Demonstrates energy, enthusiasm and has a good sense of humour
- Warm and caring
- Efficient and flexible
- Able to work collaboratively and under pressure to meet deadlines
- Able to act as an ambassador for the school in all dealings with prospective parents and the general public

How to Apply

Interested applicants are invited to send an application by email to hr@durhamkenya.com by 14th November 2025. Applications should include all the information listed below:

- A letter of application addressed to The Headteacher, of no more than one side of A4, explaining why you would like this role and the skills and experiences you can bring to it
- A fully completed Durham International School Non-Teaching Application Form – [Click here](#)
- The names and accurate addresses, email addresses and telephone numbers of three referees, one of whom must be your current employer, to be completed in full in the Application Form.

Please be advised that an incomplete application form or an application that does not provide a Covering Letter and Durham Application Form as stipulated, will unfortunately not be considered. Applications will be reviewed as they are received, and the school reserves the right to make an earlier appointment.

Confidentiality

References will only be requested at short-list stage and we will let you know before we approach referees.

Safeguarding and Child Protection

Durham International School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Shortlisted candidates will be subject to thorough screening to ascertain their suitability to work with children and will be required to provide a Certificate of Police Clearance.