



## **JOB ADVERTISEMENT**

**POST TITLE: SCHOOL OPERATIONS ASSISTANT**

**Post location: Akure, Nigeria**

**Job Ref: BT20201**

The British Transatlantic is an educational institution providing cutting edge national and international education to students from post primary level.

## **JOB DESCRIPTION**

**Job Family:** Administrative Services

**Job Purpose:** Working with the Chief executive, providing holistic support to the Chief Executive in maintaining overall smooth running of the organisation, including personal assistance to the Chief Executive, assistance to the organisation's HR, school marketing and students recruitment processes, project support and public liaison.

### **Job Duties:**

#### **HR & Recruitment**

1. To be responsible for supporting the recruitment process from shortlisting to interview, including administering the shortlisting process, planning interview schedules, inviting candidates to interview, collating offer information and feedback.
2. To support recruitment of academic and support staff.
3. To induct new staff into the School, ensuring they meet with relevant staff and are briefed on key processes and contacts.
4. To provide administrative support to the Chief Executive.
5. Maintenance and development of staff web-pages, and circulating welcome emails for new staff.
6. To support organisation activities, including minute taking, organisation of events, assistance in producing graphs and word processing for submission documents.

#### **Marketing and Students Recruitment**

1. To promote and inform prospective applicants about our courses and services, and by visiting and delivering presentations and activities in schools and colleges in target areas across the Nigeria as part of the organisation's student recruitment strategy.
2. Plan, arrange and carry out visits to schools and colleges in identified geographical target regions throughout Nigeria to deliver activities and presentations, from a student perspective, to potential applicants about a range of topics.
3. Work with other Student Recruitment consultants to develop interactive activities and materials, appropriate to the target audiences, and tailored to the needs of schools and colleges.
4. Support the expansion of the number of target schools and colleges. This will involve assistance with targeting, and contacting/liasing with identified schools and colleges in new geographic areas.
5. Contact new schools and colleges to offer visits, talks and activities. Keep accurate records of visits which have taken place, in order to be able to monitor and evaluate impact.

6. Maintain records of feedback from the schools and colleges which have been visited.
7. Prepare relevant reports about the activities undertaken.
8. Assist with and support the wider student recruitment and outreach team with a range of Education recruitment events and activities, on-campus and throughout Nigeria. This can include smaller recruitment events in individual schools and colleges, University Visit Days, as well as other appropriate recruitment events that may be identified during the course of the year.
9. Contribute to other relevant duties and activities as may be identified the recruitment efforts.

#### **Facilities Management (FM)**

1. To monitor the reporting of FM issues from across the School, escalating issues as appropriate.
2. To take responsibility for ensuring that each building, classroom, laboratories, workshop and offices are free from health and safety hazards and for escalating any potential issues.
3. To work with the school security team to ensure everyone is safe and report any damage asap.
4. To oversee the clearance and set up of staff offices, student hostels accommodation, and organise office moves. To assist the Technical Resources including supervising the work of external 'moving' contractors and some manual handling such as moving books, files, archive boxes and confidential waste sacks in support of office clearance.
5. To manage the School's archive facility, ensuring that archived materials are scanned and disposed of in a timely manner.
6. To monitor and maintain building, classroom, laboratories, workshop and offices, first aid and sundry supplies.

#### **Project Support & Other Duties**

1. To provide project administration support to the Chief Executive, to include minute taking and data collection.
2. To provide cover for the Chief Executive, and other principal staff.
3. To provide support to the Chief Executive and other principal staff, when required.
4. To act as a key point of contact for parents, visitors, callers and students.
5. To promote and ensure the health and safety of students, staff and visitors at all times.
6. To deal with queries and complaints courteously and professionally.
7. To assist with the administration and registration of visitors to the School, including open days.
8. To provide back-up to other School staff in carrying out on-call duties.
9. To assist with the administration of the School enrichment programme.
10. To operate standard office equipment (e.g. laminator, photocopier)
11. To scan all correspondence relating to students (e.g. behaviour, authorised absence) and record it within the MIS system.
12. To show flexibility in undertaking a range of ad hoc organisational or administrative tasks as required
13. To assist with the creation and setting up of teaching resources including projectors, whiteboard and other electronic system.

#### **Points to Note:**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

**Organisational Responsibility:** Reports to the Chief Executive.

#### **Person Specification**

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application.

Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### SELECTION CRITERIA

Area	Criteria	Methods
Experience	<ol style="list-style-type: none"> <li>1. Confident public speaker with experience of delivering presentations</li> <li>2. Previous experience of working within post primary education, further education or higher education in a recruitment or schools liaison setting.</li> <li>3. Experience of supporting/organising Recruitment and enrichment activities</li> <li>4. Experience of working in a customer facing role</li> <li>5. Experience of organising and delivering projects</li> <li>6. Experience of using web and social media to communicate events and activities</li> </ol>	Application and Interview
Aptitude & Skills	<ol style="list-style-type: none"> <li>1. Presentation &amp; Persuasive skills</li> <li>2. Search engine optimisation (SEO) skills</li> <li>3. Online marketing skills</li> <li>4. Social media marketing skills including Facebook, twitter and instagram.</li> <li>5. Ability to drive with clean driving license.</li> <li>6. Excellent administrative, organisations and time management skills</li> <li>7. High level of IT proficiency, particularly with Microsoft Office (Word, Excel, PowerPoint)</li> <li>8. Excellent written and verbal communication skills and telephone manner</li> <li>9. Ability to plan and prioritise workloads and the ability to work to deadlines and on own initiative</li> <li>10. Able to work productively and flexibly as part of a team</li> <li>11. An understanding of working with students.</li> </ol>	Application and Interview
Professional Training	<ol style="list-style-type: none"> <li>1. Computer certification</li> <li>2. Communication skills and other personal development training</li> </ol>	Application
Education & Qualification	<ol style="list-style-type: none"> <li>1. Educated to degree level with a minimum of 3<sup>rd</sup> class degree or have an equivalent qualification (like HND)</li> <li>2. Police clearance certificate</li> </ol>	Application

### Conditions of Service

The post is offered on a full-time, open-ended contract. The salary will be within the Administrative Services job family Grade **(N600,000.00 – N710,000.00 per annum)**; starting salary to be confirmed on offer of appointment. This salary also attracts performance bonus.

The appointment will be subject to the organisation's normal Terms and Conditions of Employment for Operational and Administrative staff, including possible salary increase after probation period.

### Applications

How to apply: interested applicants to request for application form via email: [jobs@btcnigeria.org](mailto:jobs@btcnigeria.org). Please note that CV alone will not be considered.

**Closing Date:** The closing date for receipt of applications is **30th June 2020**.

Interviews will be held on week commencing **Monday 13th July 2020** via Zoom video.