

# Friends of Harrow Coordinator

Harrow International School Hong Kong is the first international boarding and day school in Hong Kong. It is the third school in the Harrow family of schools in the Asia region and provides a British education from Early Years to Year 13 in custom-built facilities in a stunning location in Hong Kong. The School combines elements of educational philosophy, practice and traditions from Harrow School in London with the international mindedness of a diverse pupil body in Hong Kong. Having opened in September 2012, the School roll is currently 1500 and the school achieves the best results in Hong Kong at A-level and GCSE. We were delighted to have featured as one of the top 100 Schools in the World, top 10 Schools in Asia and one of the leading schools in Hong Kong according to the Spear's Index since 2020. Harrow Hong Kong is, however, about much more than academic results and our pupils excel in music, drama, sport and art as well as service and charity work and our pupils go on to some of the top universities across the world.

<b>Job Title:</b>	Friends of Harrow Coordinator
<b>Job Purpose:</b>	To provide administrative services and support to the School's Parent Teacher Association (Friends of Harrow)
<b>Start Date:</b>	As soon as possible
<b>Tenure:</b>	Term-time + 10 days during Term Break
<b>Reporting Line:</b>	Head of Administration and Executive Assistant to the Head; Coordinate with Friends of Harrow Chairman

## Job Description

### Specific aims and key responsibilities are:

- Providing general administrative support to the Office Bearers of Friends of Harrow, including handling telephone/email enquiries and correspondence from parents and external parties, and arranging meetings
- Providing administrative and logistical support to Friends of Harrow for events and functions, in relation to fundraising, community networking and various school events. Including but not limited to Parent Representative events that are held and hosted by the Head's Office.
- Working in close liaison with various internal and external stakeholders, on behalf of Friends for Harrow, to coordinate events and functions
- Processing and recording all incoming and outgoing payments and incoming funds (e.g. collection of event payments, donations from events and sales etc.)

### Other responsibilities:

- Implementing safeguarding procedures at the School
- Undertaking duties as the Head of School or a designated representative may reasonably request.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request by the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually.*

Harrow Hong Kong is fundamentally committed to safeguarding the children in our care and their welfare is our top priority.

All adults in the School community are expected to follow its Child Protection procedures and are required to undertake safeguarding checks.

Harrow Hong Kong reserves the right to recruit at any stage during the selection process.

## **Person Specification**

**The successful candidate will be likely to fit the following profile:**

### **Qualifications:**

- Higher diploma or above

### **Skills:**

- Excellent communication skills in English, Cantonese and Mandarin
- Excellent organisational, administrative and IT skills
- Good interpersonal skills with positive and courteous manner
- Proven problem solving skills and ability to multi-task

### **Experience:**

- A minimum of 2 years working experience in an office environment is required
- Experience working in a multi-cultural environment would be an advantage

### **Knowledge**

- Computer literate

### **Personal Qualities**

- High levels of personal and professional integrity
- Ability to exercise discretion and confidentiality
- Ability to work as part of a team and independently
- Organised and strong attention to details
- Customer-oriented and a professional approach to internal and external stakeholders at all times
- Personal warmth to gain the confidence of pupils, staff and parents

### **Attitudes**

- Self-motivated, with good sense of responsibility
- Proactive and a positive 'can do' approach in all aspects of the role
- Collaborative approach to team working, both internally and with external vendors
- Flexible, diligent, positive and enthusiastic
- Eagerness and willingness to learn and develop new skills, as required by the role
- High levels of personal presentation, integrity and communication skill

**All applicants should have in place the right to work in Hong Kong**