



Keystone Academy Job Description

Position职位: Assistant to the Assistant Head of School for School Affairs校务副校长助理
Reporting to汇报对象: Assistant Head of School for School Affairs (AHoS-SA) 校务副校长
Department 部门: School Affairs (SA) 学校事务部
Qualifications任职要求: Bachelor's degree or above本科及以上学历
Period of Appointment任期: Full-time 全职

Position Summary 职位概述

The Assistant to AHoS-SA provides administrative, logistical, and project support to ensure the smooth operation of the SA office. The role supports the AHoS-SA in coordinating cross-department work, guest visits and official inspections, parent and community engagement, and other priorities as assigned. The position requires strong bilingual communication, organization, and analytical skills, and professionalism in a fast-paced school environment.

校务副校长助理负责提供行政、后勤及项目支持，确保学校事务办公室高效顺畅运作。该岗位协助校务副校长推进跨部门协作、外部来访与官方检查，家长与社区沟通，以及其他指定工作。该岗位要求具备出色的中英文沟通能力、组织协调能力、分析能力，以及在快节奏学校环境中的专业素养。

Key Responsibilities 主要职责

- Manage the daily operations of the SA office, ensuring efficient administrative, clerical, and logistical workflows.
负责校务办公室的日常运营，确保行政、文书及后勤工作高效顺畅。
- Maintain a strong working knowledge of school systems, policies, procedures, and communication channels.
熟悉并掌握学校各类系统、政策、流程及沟通渠道。



- Draft, translate, and format bilingual documents, including reports, briefing papers, presentations, announcements, agendas, and meeting minutes; maintain organized records, files, documents, and tracking systems.
起草、翻译和排版中英文文件，包括报告、简报、演示文稿、通知、会议议程和会议纪要；维护有序的记录、档案、文件及跟进系统。
- Manage the AHoS-SA's calendar, schedule meetings, prepare materials, and ensure timely follow-up on action items.
管理校务副校长的日程，安排会议，准备相关材料，并及时跟进待办事项。
- Assist the AHoS-SA with SA initiatives and projects; conduct basic research and data analysis to support planning and reporting.
协助校务副校长推进校务相关计划和项目；开展基础调研和数据分析，以支持规划和汇报工作。
- Liaise with divisions and whole-school departments to support the execution of student projects, government inspections, guest receptions, PTA events, and other school activities.
与各学部及全校部门沟通协作，支持学生项目、政府检查、访客接待、家委会活动及其他学校活动的执行。
- Track project timelines, deliverables, and follow-up actions to ensure effective implementation.
跟进项目时间表、交付成果及后续行动，确保工作有效落实。
- Handle confidential and sensitive information with discretion, integrity, and sound judgment.
以审慎、诚信和良好的判断力处理机密及敏感信息。
- Support additional duties assigned by the AHoS-SA on behalf of the school.
完成校务副校长代表学校安排的其他相关工作。

Qualifications 任职要求

- Bachelor's degree or above; experience in education, executive support, or project coordination is preferred.
本科及以上学历；具备教育、行政助理或项目协调相关经验者优先。
- Excellent bilingual proficiency in English and Chinese.
具备优秀的中英文双语能力。
- Strong organizational skills, with attention to detail and the ability to manage multiple priorities under tight timelines.
具备较强的组织能力，注重细节，能够在紧迫时间要求下同时处理多项任务。



- Proficiency in digital administrative and AI tools; willingness and ability to quickly learn new platforms.
熟练使用数字化行政工具及人工智能工具，并愿意且能够快速学习新的平台和系统。
- High level of discretion, integrity, and professionalism when handling confidential matters.
在处理机密事项时具备高度的审慎、诚信和专业精神。
- Proactive, flexible, service-oriented, and able to work both independently and collaboratively in a fast-paced school environment.
主动灵活，具备服务意识，能够在快节奏的学校环境中独立工作并与团队有效协作。

Interested applicants should submit a cover letter, CV and statement of educational philosophy to hr@keystoneacademy.cn. Position will be posted until filled.