

JOB FAMILY

Role Name	Resource Assistant – Part time (3 days a week)
Job Code	
Role Summary	To manage and oversee the management of all school resources for inside and outside the classroom
Main Accountabilities	<ul style="list-style-type: none"> • Ensure all laminating and binding etc., is completed as required • Maintain and order all stationery and consumable resources to ensure adequate stocks are kept in resource room • Ensure resource room machines are kept in good working order • Promote recycling of materials and reduce wastage of resources • Catalogue all teaching resources and materials • Assist with clerical support including filing, binding, scanning documents and photocopying • Assist in managing the school library system/accessioning and borrowing of books • Perform other duties as and when directed by the Principal or Business Manager
Typical reporting relationship	Business Manager
Minimum typical experience	Two year's experience in a similar role
Core Professional/Technical Competencies an advantage	<p>Abilities</p> <ul style="list-style-type: none"> • Excellent PC skills including photoshop is a bonus <p>Knowledge</p> <ul style="list-style-type: none"> • Excellent command of English
Core Soft/Transferable Competencies required	<ul style="list-style-type: none"> • Excellent interpersonal, communication and organizational skills • A friendly and helpful manner in relation to staff and students is essential • Ability to be flexible, prioritise workload, to work independently and use initiative Strong interpersonal and customer service skills with the ability to work with difficult people/ customers • Proficient IT skills with experience in using Word, Excel and other Microsoft applications • Good organizational and time management skills with the ability to work under pressure • Reliability; initiative and problem-solving skills • Self-motivated and able to work in a collaborative team environment
Development / Training to support role competencies	To be agreed during regular Employee Performance Reflection and Development (PRD) exercise
Applicants must be a permanent Hong Kong resident or possess a valid visa to work in Hong Kong	