

LOCATION	Nord Anglia International School, Dubai	
JOB TITLE	Personal Assistant to the Head of Secondary	
JOB PURPOSE	To provide dedicated PA/secretarial and administrative support to the Head of Secondary in leading the Secondary School with maximum effectiveness	
REPORTING TO	Head of Secondary	
DIRECT REPORTS	N/A	
OTHER KEY RELATIONSHIPS	Senior Leadership Team, Support Staff, Teachers, Parents and Students	
PACKAGE	Competitive	
KEY RESULT AREA		MEASURES OF PERFORMANCE
Duties and responsibilities to include: • Closely work with and prioritise the Head of Secondary's workload by effectively and efficiently devising, maintaining and monitoring appropriate administrative systems • Provide high level secretarial and administrative support including interpreting instructions and issues arising, and then implementing actions according to administrative policies and procedures • Maintain Head of Secondary's electronic calendar coordinating meetings and appointments • Plan and maintain the Head of Secondary's electronic calendar ensuring that it is manageable, i.e. prioritising appointments and making sure that the Head of Secondary has all details/paperwork necessary prior to the meetings • Organise meetings and taking minutes when required • Collect and collate information which will include producing relevant reports and presentations • Maintain manual and computerised records to ensure effective information storage and retrieval arrangements • Arrange and co-ordinate events, including management of conferences, booking of venues, equipment and or refreshments on behalf of the Head of Secondary • Arranging flights and transport for staff • Assist in maintaining student records including attendance records and contact information • Use discretion and judgement to manage and refer urgent matters to the appropriate senior staff • Prepare certificates and awards for special events and assemblies • Work closely with the Secondary Leadership team to provide administrative support • Assist in maintaining whole school documents including the school calendar • Liaise with students, teachers, support staff and the PTA • Liaise with the Finance Department to facilitate purchases made by the Secondary department • Work alongside PA to the Principal to ensure there is clear and consistent communication throughout the school. • Draft and distribute professional communication to families on behalf of the Head of Secondary, ensuring consistency with the school's branding and tone of voice • Support the development and dissemination of newsletters, announcements, and promotional materials to engage families and promote key initiatives and events within the Secondary School		
Personal Development ▪ Continual development through the identification and implementation of your own Personal Development Plan		▪ Improved performance

	- Performance appraisal - Personal Development Plan
OTHER - Promote and adhere to the Company Vision and Values: Opportunity - For us, opportunities need to be meaningful, about achieving potential and making progress. Impact - For us, impact is about making a difference. It needs to be immediate, positive and lasting. Leadership - For us, leadership is about considering the team's needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility. Respect - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right - All staff are required to manage effective personal development as part of the Company's commitment to invest in staff as the key resource in the organisation - Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation - Any other appropriate duties as allocated by the Chief Executive Officer	Valued member of the team and organisation

PERSON SPECIFICATION

Qualifications/Training	
Qualified to A' level or equivalent; degree preferable	Essential
Experience / Knowledge	
Extensive experience of working with Microsoft packages including: Word, Excel, PowerPoint and Outlook	Essential
Demonstrable experience in a similar role at a senior level	Essential
Excellent organisational skills and high attention to detail	Essential
The ability to work to tight deadlines and adaptable to working in a fast paced ever changing environment	Essential
Resilient and has the ability to work under pressure	Essential
Skills	
Planning and organising	Essential
Data gathering and analysis	Essential
Time management and adaptable	
Presentation and facilitation skills	Essential
Tactful and team player	Essential
Personal Attributes	
High levels of personal integrity.	Essential
Excellent organisational and time-management skills	Essential
Attention to detail	Essential
Ability to work under pressure and remain calm	Essential
Willingness to take on multiple tasks	Essential
Proactive and able to prompt others to ensure deadlines are achieved	Essential
Self-motivated and enthusiastic	Essential
Ability to work independently	Essential
Continually strive for improvement	Essential
Adaptability	Essential

OTHER CONDITIONS

Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.

Compliance with visa requirements for working in Dubai.