



## Personal Assistant Primary

### Role Statement

As a member of the Administration team the Personal Assistant Primary is accountable to the Head of Finance and Operations and the Head of Primary and undertakes a full range of secretarial and administrative duties to ensure the efficient and effective running of the primary school office.

The Personal Assistant Primary is also required to work closely with the Deputy Heads of Primary and other non-teaching and teaching staff. Wellbeing is the foundation of AISHK school culture and all staff should maintain relationships with the community which reflect this culture.

### Experience and Qualifications

- Bachelor's Degree in Business Administration or related field desirable.
- Experience in working effectively, independently and as part of a team in an office environment, preferably in an educational setting.
- Culturally aware and sensitive, internationally minded.

### Skills

- Excellent verbal and written communication. A clear and confident communication style that shows spirit, enthusiasm and integrity.
- Demonstrated ability to display a high level of administration, communication, and co-ordination skills, including strict confidentiality.
- Highly developed interpersonal skills, including a demonstrated ability to exercise initiative, prioritise workloads, and achieve outcomes within agreed timelines.
- Demonstrated ability to establish effective working relationships with people from a diversity of backgrounds and ability to liaise with all levels of staff, students, parents and the wider community.
- Strong organisational, time management, and record keeping skills.
- Highly developed ICT skills and ability to use information and communication technology to manage assigned tasks. Proficient in Microsoft Office applications and a willingness to learn and be prepared to work with the school database system.
- Experience in working effectively, independently, and unsupervised and as part of a team in an office environment, preferably in an administrative role.

### Areas of Responsibility

#### Effective and efficient operation of the Primary Office

- Provide accurate and courteous responses to all enquiries of a general nature by telephone, in person or electronically in accordance with school policies and standards.
- Recognition of the nature of enquiries, redirection to appropriate staff and recording and distribution of messages to the Head of Primary or wider leadership team as required.
- To assist the Head of Primary in organising their administrative workload. Liaising regarding the events of the day and following up resultant actions.
- Maintain diary management of the Primary Executive Team, arranging appointments and meetings as appropriate and ensuring that they are adequately briefed and have all relevant papers to be discussed.
- Organise workload and prioritise on a daily basis using own initiative and knowledge of the work with minimum supervision from the Head of Primary.
- Maintain a high degree of confidentiality with regard to issues concerning members of staff and students.
- Comply with all school policies and procedures, particularly those relating to safeguarding and child protection, equality and diversity, health and safety, behaviour and data protection, reporting concerns to the Head of Primary.



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### Promotion of the school

- Appropriate greeting of community members and visitors to the school and attending to their needs in an efficient and courteous manner.
- Appropriate and timely provision of information to students and parents.
- Collaborative work with other administrative sections of the school.
- Assist with onboarding of new primary teaching and non-teaching staff as required.

### Assistance in meeting the school's organisational goals

- Work closely with all teaching and non-teaching staff and provide any reminders regarding the daily routine and ensure that all relevant staff know any important details.
- Work closely with class teams in organising school trips and visits, organising the drafting and distribution of letters and other correspondence with parents and carers.
- Supporting the leadership team in the organisation and detailed planning of special events, such as parent/teacher meetings and special assemblies.
- Word processing of a range of documents including drafting correspondence, notices to parents, assembly certificates and general typing needs.
- Developing and maintaining the data entry for primary year level information in the school timetable system.
- Entering and maintaining the primary school live calendar entries and facilities bookings.
- Using the school operating system to assist with the administration and management of primary school reporting processes.
- Ensuring the maintenance of clear and effective filing, records and other systems and keeping them updated.
- Perform other duties as required for the smooth operation and success of the primary school program as required by the Head of School, Head of Primary, Deputy Heads of Primary, Heads of Year and Heads of Departments.

### Professional responsibilities include:

- Being a passionate, knowledgeable and proactive leader with a commitment to wellbeing practices and positive psychology in education (i.e., PROSPER).
- Contributing to a safe, healthy working environment through compliance with relevant Health and Safety legislation.
- Seeking and undertaking professional development opportunities as needed.
- Participating in a performance management process as part of ongoing professional development.

### Working Arrangements:

This is a full-time position. Working hours will be Mondays to Fridays, 7:30am to 4:00pm, with a ½ hour lunch break, or such other hours as may be agreed with the Head of Finance and Operations.

*Flexible working arrangements for weekends and evenings may also be required from time to time.*

*The above Duty Statement is set out as a guide only and is by no means exhaustive.*



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