

Role Profile			
Role	Executive Personal Assistant (PA)	School	Oryx International School
Direct Reports	SLT Admin Assistant	Reporting To	Executive Principal (EP)
Role Purpose			
<ul style="list-style-type: none"> To provide a confidential secretarial service to the Executive Principal (EP) and Vice Principal (VP) In charge of the day-to-day running of the Executive Principal's Office, requiring a thorough understanding of school procedures and policies Communicating with staff, parents, students and visitors Follow safeguarding policies and procedures, to ensure the safety and welfare of all staff, parents, students and visitors. 			
Key Accountabilities			
Secretarial Duties <ul style="list-style-type: none"> To provide confidential secretarial and administrative support to the Executive Principal and Vice Principal. To ensure the Executive Principal is fully briefed for all meetings with relevant correspondence, documents, presentations and other information as necessary. In the absence of the Exec. Principal refer relevant matters to SLT for action. To deal with telephone calls and emails to the Exec. Principal's office in a professional manner. To receive and welcome visitors to the Exec. Principal in a professional manner, providing refreshments as required. To deal with correspondence for the Exec. Principal – drafting replies when necessary. To liaise with Orbital Education, OIS Board Members, parents, staff, students, general public, members of Qatar Airways and VIP visitors to the school. To keep the Exec. Principal's calendar up to date and co-ordinate appointments in line with agreed procedures. Create and maintain effective filing systems. Have a working knowledge of iSAMS tool. Prepare information packs, agenda and take minutes of weekly SLT meetings and other meetings as required (e.g. termly Health, Safety & Security meetings). Distribute meeting minutes in a timely manner. Book required travel arrangements for EP, VP and Orbital Board as directed. 			
Admin Duties <ul style="list-style-type: none"> Daily updates with EP – confirm meetings and complete school required signing of documents To assist in the arrangements of school functions, events and receptions including invitations, catering etc. at the request of the Exec. Principal To liaise with our partners and outside agencies to support implementation to partnership working, including Qatar Airways. To assist the Exec Principal with high-level recruitment of new staff including contact with candidates, interview programmes, presentations etc. Support the Exec. Principal with the weekly parent update letter, distribute to all parents via Wakelet. Book Committee – censor new resources so they are aligned with Qatar cultural sensitivities. Deliver necessary resources to MOEHE by deadline for review. School Events Calendar – update events calendar for parents, adding new events and distributing to parents monthly. Keep internal online calendar updated. 			

- Assist with induction/INSET programme at the beginning of each academic year.
- Arrange new staff meetings with EP in Term 1.
- Arrange Head Girl and Head Boy monthly meetings with EP.
- Diarise welcome meetings for new parents to Oryx (one in Term 1, one in Term 2).
- Gather monthly reports from SLT for Principals Monthly Report.
- Update and share with HR Emergency Evacuation staff listing
- Check notice boards, MOE board and certificates in reception area, update and renew certificates as necessary
- Arrange relevant external training events as directed by EP / VP

Staff Development

- To take part in the school's staff development programme by participating in arrangements for further training and professional development
- To engage actively in the Performance Management Review process

Employee Responsibilities

- The post holder is expected to actively contribute towards the school and involve themselves in the life of the school at all levels. This includes, although is not limited to, attending evening meetings outside school hours e.g. graduation
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies.
- To comply with the School's Equal Opportunities and Diversity Policy and to ensure that it is implemented within the area of the post.
- To comply with the School's Data Protection Policy and Code of Practice within the area of the post.
- To exhibit high expectations of all students and staff; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising educational achievements.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Exec. Principal to undertake work of a similar level that is not specified in this job description.

Person Specification

Skills, Knowledge, and Experience

- Good level of general education and relevant experience
- Experience of working effectively using own initiative without close supervision
- Experience of organising own workload to meet deadlines in a challenging environment
- Experience of meeting planning, collation of documents and minute taking, shorthand would be an advantage
- Knowledge of office procedures/practices is essential
- Good level of Microsoft Office Applications, Internet and Email

Essential Personal Attributes

- Excellent interpersonal and communication skills
- High level of spoken and written English. Knowledge of Arabic language would be beneficial
- The ability to keep calm in any situation
- Exhibit a positive disposition and solution-based approach to challenges at all times
- Take pride in your appearance, your work and the school
- Take a lead in fostering a good team spirit amongst all staff
- Hard working, self-motivated, pro-active and flexible with working hours when necessary
- Complete reliability in keeping confidential information
- Excellent attention to detail