



Jeddah Prep and Grammar School

Job Description: Personal Assistant to Head

Name:

Position: Personal Assistant to Head

School: Jeddah Prep and Grammar School

Responsible to: Head

Area of responsibility: JPGS Operation

JOB CONTENT

Day-to-day administrative support to Head and staff members. Handling administrative tasks, answering telephone calls, scheduling meetings, preparing reports and filing documents. Follow up with requirements.

1. ROLE OBJECTIVE AND PURPOSE

Personal Assistant to Head:

- Uphold and demonstrate explicitly the vision, values and aims of the school and to actively contribute to their development.
- Work alongside all other staff to promote appropriate professional behaviors and a positive ethos within the school.
- To manage and co-ordinate the Head's diary and organize meetings, as appropriate.
- To note and coordinate the with the Head follow-up actions at the end of key meetings and from correspondence.
- Maintain and devise office systems, including data management and filing.
- Screen phone calls, enquiries and requests, and handle them when appropriate.
- Meet and greet visitors at all levels of seniority.
- Carry out background research and presenting findings.
- Organize and attend meetings and ensure the head is well prepared for meetings.
- To draft memorandums, letters and reports for the Head's approval.
- To manage Head's correspondence, including email.
- To take minutes of meetings for example leadership meetings, premises meetings and governing body committee meetings, and publish those minutes in a timely fashion.
- To manage the school pupil progress information, including excel spread sheets and data analysis.

2. KEY INTERACTIONS

Internal	External
<ul style="list-style-type: none">- SMT/ SLT Members- Department Staff- Head of HR- Finance Department- Teachers and Admin Staff	<ul style="list-style-type: none">- External suppliers and providers- Visitors and Parents- Professional agencies

3. MINIMUM QUALIFICATIONS & REQUIREMENTS

Level of Education	Bachelor in Business, Public administration or equivalent
Experience	2 to 3 years in similar or managerial position, preferred worked in International school environment

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 Headmaster/ Deputy Head to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and students and provide a welcoming environment to visitors and parents.

This job description is current at the date shown and will be reviewed annually and based on it performance appraisal will be considered.

Signature of Post Holder: _____ Date: _____

Signature of Headmaster: _____ Date: _____