

## Job Description

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### Personal Assistant (PA) to the Elementary School Principal

At Verdala International School (VIS), we believe that each employee makes a significant contribution to our students' success and that contributions extend well beyond the assigned responsibilities. Therefore, the job description is designed to outline primary duties, qualifications, and job scope, but does not limit the employee or VIS to only the work identified. It is a basic expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our students and school.

At VIS, we use safer recruitment practice and pre-employment background checks, to maintain the highest standards of safeguarding and child safety. Staff are asked to sign a code of conduct on an annual basis and expected to adhere to our standards and practices. We engage with our values of respect, integrity, dedication and empathy through our professional work and relationships within our community.

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#### Purpose of Role

Reports to: Head of School & Elementary School Principal

Member of: Admin Support Staff

#### General Duties & Responsibilities

- Administrative Support to the Elementary School Principal.
- Day-to-day management of the Elementary School Reception area.
- Assisting staff, students and parents with school related queries

#### Specific Duties and Responsibilities

##### Duties

- Maintain accurate student records, both on digital systems (e.g. iSams, Toddler, Talexio, SchoolsBuddy) and physical files.
- Disseminate, collect and store forms and information from teachers and students - including Emergency Information, Media Consent and Field Trip Consent
- Liaise with the school nurse in regards to student health related issues.
- Monitor and document doctor's certificates that are submitted by staff and students
- Coordinate field trips
- Complete Government issued forms for statistical purposes
- Manage Principal's diary and update Elementary calendar
- Respond to Principal emails which do not require Principal intervention.



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- Oversee Bus logistics for Elementary students - keep an accurate bus list with daily updated attendance and ASA information
- Resource orders - support staff in acquisition and distribution of necessary resources and stationary.
- Meeting and event preparation
- Update and maintain the digital notice board and bulletin boards.
- Support the administration of MAP assessments
- Tours of the Elementary School Campus.
- Distributing office mail.
- Perform other related duties as required and determined by the Head of School and/or Elementary School Principal.
- Monitor, document and communicate staff absences in collaboration with HR
- Contact families to confirm absences on a daily basis
- Assist in tracking and documenting financial expenditures
- Occasionally supporting and organising school evening events
- Attend Admin/ GDPR meetings as assigned
- Other duties as assigned

### **Qualifications**

- Post Secondary Level of Education
- ECDL Advanced Level (desired but not required)
- Diploma in Secretarial Level (MCAST) or equivalent (desired but not required)
- Experience working directly with teachers, school leaders and students in an international educational setting.
- Experience in an international school culture and an understanding of international school curriculum, testing and examinations

### **Skills and Competencies**

- English language fluency: speaking, reading, writing, listening
- Excellent communication skills: speaking, reading, writing, listening
- Efficient in following up on emails in a timely manner
- Efficient at meeting deadlines
- Demonstrates superior interpersonal and organisational skills
- Demonstrated ability to use sound judgement
- Demonstrates a high level of confidentiality.
- Effective user of technology as it applies to all VIS applications
- Experience of using Google suite (desired but not required)
- Embraces cultural diversity
- Values collaboration and teamwork
- Flexible, resilient, and the ability to multitask

**May 2025**