



Verdala
INTERNATIONAL SCHOOL

Job Description

Personal Assistant (PA) to Middle School Principal

At Verdala International School (VIS), we believe that each employee makes a significant contribution to our success and that contributions should not be limited by 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 necessary to ensure the success of our school.

Purpose of Role

Reports to: Head of School & Middle School Principal

Member of: Admin Support Staff

General Duties & Responsibilities

- Administration Support to the Middle School Principal.
- Manage the Middle School Reception area.
- Update and maintain the digital noticeboard.
- Manage Principals diary.

Specific Duties and Responsibilities

Administrative

- Copying and filing.
- Distributing office mail.
- Responding to principal emails which do not require Principal intervention.
- Maintain up to date student records.
- Maintaining accurate student attendance records.
- Meeting and event preparation.
- Administration of MAP exams
- Liaise with the school nurse in regards to student health related issues.
- Tours of the Middle School Campus.
- Disseminating and collecting forms and information from teachers and students.
- Field trip preparations.
- Support MS staff with administrative requests where appropriate, and as directed by MS Principal.
- Support student Homework Club
- Communicate directly with parents via telephone and email.
- Hours of work 8:00am - 4:30pm
- Occasionally supporting and organising school evening events
- Perform other related duties as required and determined by the Head of School and/or Middle School Principal.

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 with the public
- Experience or an aptitude to work in Human Resources, particularly international teacher recruitment
- 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



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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

October 2022