

BRUMMANA HIGH SCHOOL

JOB DESCRIPTION

PRINCIPAL'S PERSONAL ASSISTANT

Brummana High School is a Quaker coeducational day and boarding school which seeks all round excellence in the academic, arts and sports spheres and aims to promote integrity amongst its staff and students. Each member of the school community ensures that students' needs from diverse backgrounds are met. Students are prepared to become responsible citizens and life-long learners, respecting each other and helping the community.

Line management

The Principal's Personal Assistant reports directly to the Principal and liaises with the Bursar as required.

Hours

This post is subject to the employment laws. A continually updated copy is available in the Bursar's Office.

Working hours: Monday to Friday from 7:30am – 3:30pm

Holidays: Government holidays plus annual vacation of 15 working days.

General responsibilities

1. Support and maintain the school's ethos, aims, and values
2. Respect and help enforce the school's rules and regulations
3. Use mutual respect and courtesy as the basis for relationships with others
4. Maintain a professional attitude towards other staff, parents, and students
5. Report any health and safety concerns to the line manager or Health & Safety Officer
6. Respect and take care of school property and resources and report any misuse of property, damage, loss, or injury, including vandalism, theft, and assault to the line manager
7. To have responsibility for the academic, physical, and emotional well-being of students in their care
8. To engage in on-going professional development
9. To assist the Principal

Specific responsibilities

1. To maintain a presence in the Principal's Office, to assist with enquiries, and to welcome and take care of people with appointments
2. To ensure that the Principal is not disturbed when important meetings or interviews are in progress
3. To answer incoming calls, record messages and book appointments
4. To check incoming mail and ensure that it reaches the Principal
5. To check the email in the morning and dispatch messages as needed
6. To send and record all faxes
7. To ascertain the purpose of requests for meetings appointments etc.
8. To plan and to manage the Principal's diary and to ensure that the Principal's and the Personal Assistant's diaries run in parallel.
9. To draft, type, and format all documents including correspondence and general notices
10. To type all certificates for Speech Day and ensure that they are in order for distribution during the ceremony
11. To photocopy documents as required
12. To set up and maintain an effective filing system including staff and Board files
13. To provide the Principal with relevant information so that s/he is prepared for meetings and interviews.
14. To circulate papers, e.g. agendas and minutes, to all Board members for their meetings – as directed by the clerk to the Governing Board.
15. To update and circulate the Board's contact list when there is a change of address
16. To keep all documents and school issues confidential
17. To take the Minutes of weekly SLT and MTM meetings and of other meetings as required.
18. To undertake any other duties as may be reasonably required.