



## JOB DESCRIPTION FOR THE POSITION OF

Personal Assistant to the Principal

Start Date	September 2021
Contract Type	Full Time/Fixed Term
Location	King's College Riyadh

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King's College Riyadh is seeking to appoint a well-qualified, enthusiastic and dedicated Personal Assistant to support the Principal.

The role provides an excellent opportunity to join the founding team in the most important phase of the school's development, as it prepares to open its doors to pupils in September 2021 as the first British private school to establish in the Kingdom of Saudi Arabia.

This is a pivotal role within the administration of the school, and the PA must be able to deal calmly and efficiently with all members of staff, parents, pupils and outside organisations.

The variety and scope of the post require the ability to react on a daily basis to situations that arise and may not all be quantified or explained in a job description. The following are some of the regular tasks that are undertaken.

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### **School Values and Ethos**

- Actively promote our unique vision through enthusiastic participation in all areas of school life.
- Always set high expectations, which inspire, motivate and support colleagues.
- Ensure that you comply with any rules, policies and procedures implemented by the school.
- To ensure that you model the speaking of English when in the presence of students and in public areas of the school.
- To respect and support Saudi culture.

### **Support for the Principal**

- Management of correspondence, and confidential matters, and distribution as appropriate.
- Diary management, including arranging appointments and planning travel arrangements.
- Preparation and management of meetings, events and deadlines.
- Management of the weekly Principal's newsletter to parents.
- Welcome of visitors and organisation of their visits.
- Internal and external communications
- Preparation and storage of confidential documentation.
- Report preparation.
- Attendance at meetings and minute taking e.g. the weekly Principal's Briefing to teachers.
- Management of data on the school's information system.
- Proof-reading / double-checking.



- Preparation of PowerPoint presentations.
- Manipulation of Excel worksheets.
- Prize giving lists / Assembly organisation.
- Preparation for inspection.

### **HR and Recruitment**

- Preparation and management of all recruitment collateral and campaigns in liaison with central marketing lead.
- Preparation and management of the staff onboarding process including induction and orientation.
- Support in the preparation of employment offers and employment agreements
- Responsible for maintaining the school's Single Central Record and ensuring it is compliant and accurate.
- Responsible for maintaining the HR module of the school's management information system.
- Maintaining a record of all staff training.
- Supporting the Principal with staff relations and staff wellbeing.

### **Telephone and in-person communication**

- This will be with a wide variety of stakeholders including VVIPs and VIPs, the School Directors, parents and outside organisations.
- The PA will answer telephone calls and deal with them tactfully and efficiently, passing messages and taking appropriate action.

### **Liaison with Admissions and other departments**

- Facilitating the efficient running of the Principal's office and front of house team.
- Liaison about school tours, Open Days and Open Houses.
- Management of prospective parents' appointments.
- Correspondence between teachers and groups of parents.

### **Marketing**

- Supporting the Principal in implementing the school's marketing strategy and plan
- Coordinate the school's marketing activities in liaison with the Principal and the group Head of Marketing

### **Management**

- To follow and implement school policies and procedures in and out of the classroom.
- To provide a safe, purposeful and well-managed learning environment.
- To value the home-school partnership, working closely with other members of staff to establish and manage good relationships with parents and key stakeholders.



### **Professional Standards**

- To attend assemblies, departmental meetings, parents' evenings, school functions and other staff meetings.
- To attend professional development and staff training opportunities.
- To recognise the importance of being an exemplary role model to all children within the school.
- To maintain high standards of professional behaviour in accordance with the school ethos, including timekeeping and personal presentation.
- To take personal responsibility for evaluating and reflecting upon your teaching in order to continually develop and improve your practice.
- To always maintain professional and productive relationships with colleagues.

### **Safeguarding Responsibilities**

- To comply with all safeguarding policies and procedures and ensure that any safeguarding concerns are reported in line with policy.
- To demonstrate a personal commitment to safeguarding and wellbeing.
- To engage fully in all safeguarding training as required.

### **Other**

- To fulfil any reasonable additional responsibilities as requested by the Principal.

### **Ideal Candidate Profile**

- The ideal candidate will be a highly practical, creative and organised individual, who is an exceptional communicator.
- The successful candidate is expected to demonstrate:
  - A high level of emotional intelligence.
  - Experience of working in a complex administrative environment.
  - Professionalism and discretion of the highest order.
  - A willingness to be flexible.
  - A capacity to show initiative.
  - Ability to relate well to people at all levels.
  - Calm and confident under pressure.
  - A good sense of humour.
  - Being able to work as part of a team.



## Advantageous Factors

- At least three years' experience in a senior secretarial/personal assistant post for senior staff member in a high-profile company.
- Degree-holder, ideally in a related business field.
- A high-level of computer literacy.
- Excellent written skills to enable production of correspondence on behalf of the Principal.
- Excellent minute-taking.
- Excellent organisational/time management skills.
- Excellent command of the English language.
- Good interpersonal skills with the ability to communicate at all levels, but particularly when using the telephone.
- Ability to prioritise own and other work.
- Ability to work under pressure with limited supervision, whilst maintaining a high standard of work.

## How to Apply

- To apply, please consider the details of the job description, **complete all sections of the [application form](#)** including the supporting statement that sets out your interest in this position, how you meet the requirements of the role and your ambitions for the job and the school.
- Complete applications should be sent to [taniamoonesinghe@kingscollegeriyadh.com](mailto:taniamoonesinghe@kingscollegeriyadh.com) by the closing date. The closing date for applications is Friday 10<sup>th</sup> September 2021.
- Applications will be reviewed as they are received. Early application is therefore advised with interviews possibly being arranged in advance of the closing date.
- King's College Riyadh reserves the right to make an appointment before the closing date.
- Please visit our website at [www.kingscollegeriyadh.com](http://www.kingscollegeriyadh.com) for further information about the school.

## Safeguarding and Data Protection

King's College Riyadh is committed to safeguarding and promoting the welfare of children and expects all staff to respect this commitment.

The post is subject to applicants providing a satisfactory Police Clearance Certificate from their home country that is less than three (3) months old.

Three (3) satisfactory professional references will also be required.

By applying to this post, you agree to your data being held and processed by King's College Riyadh and its affiliates. If you are appointed to the post, you also agree to additional information, including sensitive data such as bank details and medical information being held by King's College Riyadh and its affiliates.