



JOB DESCRIPTIONS

PA TO THE PRINCIPAL

Effective From: 10 May 2019

Introduction

This document is to be read in conjunction with the Employment Agreement. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the Principal. The school's Mission and Values statements underpin all aspects of this job description.

All members of staff at KIS, whether working in the academic or administrative sections of the school, are responsible first and foremost for the welfare, care, supervision, safety and security of children attending the school.

Kajonkiet International School, Phuket is committed to safeguarding and promoting the welfare of children.

Salary

As stipulated in the Employment Agreement .

Terms, Conditions and Benefits

As stipulated in the Employment Agreement.

Responsibility

The PA to the Principal;

- is directly responsible to the Principal who will conduct his/her Performance Management;
- is responsible for providing a confidential and personal service to the Principal and will act as an ambassador for the school and Principal in all matters;
- liaises, with tact and diplomacy with other school staff and others outside the school, particularly parents, professional associations and the local community generally;
- acts as a first point of contact within the school for governors, staff, parents and others seeking contact with the Principal;
- is responsible for the efficient, accurate and timely completion of all duties assigned to them;
- is responsible for assisting and supporting the Principal in organising his administrative workload, recommending items to be dealt with in order of priority, to ensure that the Principal responds to particular approaches within timescales identified in any agreed priority action list;
- maintains a close working relationship with the Registrar and Admissions Department in all matters relating to admissions;
- maintains a close working relationship with the HR Manager in all matters relating to HR and staff recruitment;
- maintains a close working relationship with the Marketing Department and its personnel in all matters relating to PR and Marketing.

Tasks

The PA to the Principal will:

- be ware of the Principal's diary and related commitments, arranging appointments as appropriate, and ensure that s/he is adequately briefed on matters to be discussed;
- use absolute discretion in providing information both within and outside the school;
- welcome and look after visitors (including the provision of refreshments), assisting people in a helpful and diplomatic manner;
- make travel arrangements for the Principal as required;
- screen telephone calls, enquiries and requests, handle them when appropriate and deal with parent queries - identifying what action needs to be taken and by whom;
- handle confidential correspondence and maintain confidential staff files (to include: personal information, performance management, references, etc.);
- deal with emails, correspondence and writing letters, ensuring accuracy and meeting deadlines;
- take dictation, ensuring accuracy and completion according to deadlines set;
- sort and prioritise incoming post; deal with telephone calls for the Principal, keeping a log of mail received and how it has been dealt with;
- after discussion, draft, as appropriate, outgoing correspondence and school documents that are the direct responsibility of the Principal;
- support the Principal and other senior managers (as identified by the Principal) in the organisation and detailed planning of special events;
- assemble and prepare papers required by the Principal to attend meetings;
- conduct research, prepare reports, and/or reply to requests for information ensuring accuracy and meeting deadlines;;
- arrange meetings and, when required, take notes and, ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales;
- produce agendas for meetings at the request of the Principal, including whole-staff, SMG and SLT meetings;
- take accurate minutes at meetings at the request of the Principal, including Staff meetings, SLT, HR & Marketing meetings, ensuring presentation to the Principal for review and confirmation within 24 hours of any meeting's conclusion;
- ensure the highest standards of performance and conduct are maintained at all times;
- perform any additional duties as reasonably requested by the Principal.

Personal Strengths

The PA to the Principal will:

- maintain confidentiality at all times;
- possess excellent interpersonal skills, communicate effectively with a variety of people and, assess and diffuse confrontational situations;
- possess excellent ICT skills on both PC and Mac platforms;
- maintain a commitment to ongoing personal development;
- be able to remain calm and to cope with the unexpected;
- possess an excellent health and time keeping record;
- be committed and enthusiastic, recognising and responding positively to the demands of life at a school
- understand the sophistication of performance demanded within the role of the PA to the Principal and perform consistently to this standard;
- be confident, positive and flexible in attitude and approach. with a pioneering spirit;
- possess strong written and verbal communication skills - with the ability to compose letters with fluency;
- possess exceptional an work ethic being prepared to go 'the extra mile' to fulfil the role;
- be accurate in the completion of all tasks;
- possess excellent time management skills;
- demonstrate a consistent commitment to quality;
- be thorough and detailed in their approach to and completion of all tasks;
- be able to work on own their own initiative;
- be able to work as a member of a collaborative team;
- participate fully in all meetings attended;
- possess excellent organisational and planning skills;
- be able to relate well to all personnel within the school environment;
- be able to approach all confidential matters with discretion, sensitivity and diplomacy;
- possess knowledge of the academic courses offered by the school;
- possess knowledge and understanding of whole school procedures, programmes and structures.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may reasonably be expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.