

Job Description:

**Personal Assistant to the Head Master**

**Role Outline**

This is a senior position within the support team at Brighton College Al Ain. The role centres on providing support to the Head Master and brings with it a requirement of efficiency, organizational skills and the ability to prioritise workloads. Confidentiality and flexibility is essential.

**Main Duties**

* Manage the Head Master’s diary & screening calls
* Make appointments for staff, parents and external visitors
* Greet, assist and/or direct all pupils, parents, staff and general visitors around the College
* Attending and producing minutes for CLT, OSH and Covid Task Force meetings as required
* Recruitment of staff (academic and business) – advertising, first point of contact, collating applications and first sift to ensure basic criteria is met, arranging interviews and follow up letters as required
* Composing and distribution of a wide range of letters and emails to staff, parents and carers
* Familiarisation with Adek correspondence and procedures, forward to staff as necessary.
* Liaise with Finance and Procurement to resolve queries.
* Assist Admissions with letters and bursary applications
* Main point of contact for any Compliance checks by outside agencies.
* Preparation of documentation for Inspections and Compliance.
* Assisting Exam Officer – accepting exam materials, safe storage, dispatch of exam scripts, certification checking and distribution.
* Keep up to date with OSH procedures and requirements, first aiders, evacuation procedures, evacuation lists, notice boards
* Covid Compliance, daily checks, follow up on suspected cases & contact tracing
* Plan schedules for BCUK visitors
* Electronic & Physical file maintenance – confidential data
* Assist HR with confidential letters (salary & immigration letters), staff induction and references, and admin support as required.
* Organise school functions – graduation ceremonies, Iftar, school photographs.
* Book conferences, travel arrangements as required, flights, hotels, cars.
* Arranging catering for meetings and events.
* Replenishing refreshments in the staff common rooms.
* Liaising with internal contractors with any facilities issues.
* Any ad hoc projects/reports/ investigations as requested

**Key Skills**

* Excellent English (written & spoken) with a sharp eye for detail
* Team Player
* Able to build effective relationships across the college with both academic and support staff
* Self-disciplined and with excellent time management skills able to work to deadlines
* Strong working knowledge of Microsoft office (word, excel, PowerPoint), Google suite, Isams

**Personal Attributes**

* Professional & polite with a welcoming smile
* Excellent communication and customer service skills
* Flexible and conscientious
* Discreet & sensitive when needed
* High degree of confidentiality