

## Personal Assistant (PA) to the Principal

### Job Analysis

The Junior and Senior School, is looking to hire an enthusiastic, hardworking individual in the position of **Personal Assistant (PA) to the Principal** for a full time position.

The Purpose of our school is to provide excellent, innovative and creative education that enables all students to realise their full potential and to enjoy a fulfilled life as confident, compassionate and healthy members of the global community, who continue to learn, and contribute to a better world for all.

### Duties and Responsibilities

The duties and responsibilities outlined in the detailed Job Description, are examples of a successful candidate. However, these are not to be construed as exclusive or all-inclusive.

### Requirements

- Preferably 3 years of experience in a similar role
- Excellent English written and verbal communication skills
- Strong interpersonal skills.
- Advanced experience with Microsoft Word, Outlook, Excel, PowerPoint and email programs
- Good typing skills
- Highly efficient and accurate with an eye for detail
- High level of responsibility and quality experience in solving non-standard tasks
- Ability to multitask
- Strong time-management and organization skills

### Location

The successful candidate will be mostly based at **Senior School site**. However, he/she will be serving both sites and from time to time will be asked to attend meetings at Junior School site as well.

### Remuneration

A competitive remuneration package will be offered to the successful candidates, according to qualifications and experience.

### Applications

All applications will be treated with the strictest confidentiality. Interested applicants should send their CV to [careers@tjss.ac.cy](mailto:careers@tjss.ac.cy) quoting "PA to Principal 06.2022, until **27 June 2022**."

## Job Description

**Position:** Personal Assistant (PA) to the Principal

### **Duties & Responsibilities**

- Managing Principal's diary and organising meetings and appointments
- To handle all confidential information with discretion
- To be responsible for any correspondence, typing, compiling and preparing reports and other information, as requested by the Principal
- To oversee the processes for dealing with mail and correspondence, ensuring items are circulated, and prioritised in terms of importance and urgency for the Principal
- Take responsibility for tasks and decisions from the Principal and manage and solve problems
- Undertake a public relations role both within and outside the School
- Devise and maintain office systems to deal efficiently with paper flow
- Organise and store paperwork, documents and computer-based information, research and retrieve relevant information required
- Provide administrative support to the Principal by ensuring that the Principal is kept updated, and in the Principal's absence refer matters to the relevant member of the Senior Leadership Team for action
- To attend meetings, document actions arising from meetings attended by Principal, Management Team and self
- Prepare, take, type and circulate minutes and record information and action points.
- To have an overview and manage visitors and book meeting spaces where relevant
- Booking and arranging travel, transport and accommodation (where and if applicable)

*This list includes the main duties and responsibilities of the above-mentioned position, however it is not exhaustive. Any additional duties that might be deemed for you to undertake, will be communicated clearly and transparently. All professional staff are expected to undertake other duties and projects as may be reasonably required by the Principal and/or the line manager in accordance with their position. This job description is subject to regular discussion and review.*