

## Maternity Leave Cover Primary School Secretary

The Swiss International Scientific School in Dubai is a leading day and boarding school where future generations are inspired to become confident and enthusiastic life-long learners, ready to embrace the opportunities of a global world. Our school follows the full continuum International Baccalaureate (IB) programme in English with additional languages or in two bilingual English-French and English- German streams. SISD is an IB Continuum World School authorised to offer and teach the IB Primary Years Programme (PYP), IB Middle Years Programme (MYP) and IB Diploma Programme (DP). Our unique curriculum offers an engaging learning experience, the challenge of developing a real understanding of cultural diversity and the support of a thriving international community. Our large eco-friendly campus ensures that we can offer a wide range of sporting facilities that make the most of our location adjacent to Dubai Creek.

<b>Job title</b>	Maternity Leave Cover - Primary School Secretary	<b>Department</b>	Primary School
<b>Dates</b>	19 August 2018 to 18 October 2018	<b>Location</b>	Dubai, UAE
<b>Reports to</b>	Head of Primary School	<b>Position(s) Supervised</b>	none

<b>Job Scope</b>	The Primary School Secretary manages the Office of the Head of Primary School in all administrative and daily tasks. Taking pride in delivering the highest standard in a lively and international School.
<b>Main Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Manage agenda of the Head of Primary School, organizing internal and external meetings. Manage parents appointments</li> <li>• Screen incoming phone calls and act as a point of contact between the parents and the Primary School teachers</li> <li>• Write correspondence, prepare meeting agendas and take minutes, follow-up on actions in a proactive and independent manner</li> <li>• Organize and prioritize workload to meet deadlines</li> <li>• Put up and tear down displays</li> <li>• Assist with event organization (room bookings, AV equipment, room arrangements, materials)</li> <li>• Maintain timetables, handbooks, documents</li> <li>• Undertake other duties as assigned by the Head of Primary School</li> </ul>

Key Relationships	
<b>Internal</b>	Head of Primary School, Primary School Leadership team and teachers, Head of School
<b>External</b>	Parents

Position Requirements	
<b>Education</b>	Bachelor degree in Administration or relevant field
<b>MUST HAVE SKILLS</b>	<ul style="list-style-type: none"> <li>• Proficiency in English</li> <li>• Proficient in the use of MS Office (Word, Excel, Power Point, Outlook)</li> <li>• German and / or French knowledge an advantage</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• 2 – 4 years working experience as a School Secretary with preference in an IB or international school within the UAE</li> <li>• Working experience in a multicultural environment</li> <li>• Background in education preferred</li> </ul>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Excellent organizational and time keeping skills</li> <li>• Ability to work effectively and under pressure</li> <li>• Committed, highly flexible and service oriented attitude</li> <li>• Works well independently as well as in a team</li> <li>• Develops original and creative solutions to problems</li> <li>• Fully reliable in keeping strict confidence</li> </ul>
<b>Additional Requirements</b>	Any additional language a plus
<b>Salary &amp; Benefits</b>	The salary and benefits package is competitive, will be commensurate with the qualifications and experience of the successful candidate and is in line with UAE Labour Law.
<b>Contract</b>	Fixed period
<b>Application</b>	<p>Candidates are requested to submit the following documents:</p> <ul style="list-style-type: none"> <li>• Cover letter addressed to the Head of School, no longer than two pages, explaining your strengths as a candidate and why you are interested in this particular position</li> <li>• Current CV / resume not to exceed two pages with passport size photo</li> <li>• A list of 3 professional referees with current contact details (position, phone number and e-mail address) not older than 5 years</li> </ul> <p>Please send your application to: <a href="mailto:hr@sisd.ae">hr@sisd.ae</a></p> <p>SISD is committed to safeguarding and promoting the welfare of all of its employees and students. A police check is a pre-requisite for all appointments.</p>