



Personal Assistant to the Principal & Deputy Head of School

The Swiss International Scientific School in Dubai (SISD) is a leading international day and boarding school where future generations are inspired to become confident and enthusiastic lifelong learners, ready to embrace the opportunities and challenges of a global world. Founded in 2015, our school currently welcomes more than 1150 students of more than 70 different nationalities on its cutting-edge campus, in the centre of Dubai. From Pre-KG to Grade 12, SISD follows the full continuum International Baccalaureate (IB) programme in three streams focusing on personalised learning and the development of 21st century skills. Students choose between the English with additional languages/STEAM stream or the bilingual English-French/German streams. We pride ourselves on being a fully accredited IB Continuum World School, offering the IB Primary Years Programme (PYP), IB Middle Years Programme (MYP), IB Careers Programme (IB CP) and IB Diploma Programme (DP). Our personalised international 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 state of the art, eco-friendly campus adjacent to Dubai creek, ensures that we can offer a wide range of sporting and after school activities tailored to the personal needs and preferences of every student.

Function	Personal Assistant to the Principal/Deputy Head of School	Division	Administration
Reports to	Principal/Deputy Head of School	Location	Dubai, UAE
Start date	15 August 2021	Position(s) Supervised	

Job Scope	The Personal Assistant to the Principal and Deputy Head of School is responsible for the provision of a high-quality PA service that supports the educational ambitions of SISD.
Main Duties and Responsibilities	<ul style="list-style-type: none"> • To provide a highly proactive PA service to the Principal and Deputy Head of School • To have sole responsibility for diary management and organize both internal and external meetings and travel arrangements for the Principal and Deputy Head of School • To manage the scheduling of meetings for the Principal and Deputy Head of School, ensuring agendas are set where applicable • To act as a 'gatekeeper' and manage the flow of contact to the Principal and Deputy Head of School, filtering all communications and exercising judgement with regard to the degree of urgency and high standards of tact and diplomacy in the referral of matters • To support the flow of communication from the Principal and Deputy Head of School and maintaining a coherent brand message across all communications

	<ul style="list-style-type: none"> • To take minutes and monitor complex and sensitive actions for strategic groups, including but not limited to School Management, taking follow up action or advising of problems/delays as necessary • To provide an effective and supportive environment for the Principal and Deputy Head of School to carry out his duties • To build effective working relationships with key stakeholders, both internal and external • To co-ordinate KHDA documentation and requirements to include but not limited to the School Calendar, KHDA and IB inspection, school licence renewal, ASA approvals, Parent School Contract, Approval of fees/discounts/advertisements, compliance visit documentation etc • To initiate appropriate action on behalf of the Principal and Deputy Head of School or by directing to others
Key Relationships	
Internal	Teachers, Administration Staff, School Management, Students
External	Parents, Guests, Partners, Suppliers, Stakeholders

Position Requirements	
Education	Administration and/or Customer Service background
MUST HAVE SKILLS	<ul style="list-style-type: none"> • Proficiency in English plus French and/or German is desirable • Experienced in Word, Excel and PowerPoint etc.
Experience	Minimum of 3 years' experience in the capacity of a Personal Assistant in a School or multicultural environment
Competencies	<ul style="list-style-type: none"> • Excellent communication both oral and written • Excellent interpersonal skills • Highly organized • Ability to work effectively and under pressure • Committed, highly flexible and service oriented attitude • Works well independently as well as in a team • Develops original and creative solutions to problems • Fully reliable in keeping strict confidence • Well-groomed/presented and courteous
Salary & Benefits	Competitive
Contract	Unlimited Contract
Application	<p>Candidates are requested to submit the following documents:</p> <ul style="list-style-type: none"> • Cover letter of one page, explaining your strengths as a candidate and why you are interested in this position • Current CV not to exceed two pages

Please send your application to: hr@sisd.ae

Due to the expected volume of applications, we will only contact those applicants that are shortlisted for interview.

We are committed to providing a safe and happy environment for all our employees and in which our students can thrive and learn. We are committed to safeguarding and promoting the welfare of all our employees and students. All employees are subject to appropriate vetting procedures including satisfactory criminal record checks from both country of residence/home country and any other country of residence.