

DUBAI ENGLISH SPEAKING COLLEGE



POSITION DESCRIPTION

PROFESSIONAL ASSISTANT TO THE HEADTEACHER

- Arrives thirty minutes before the start of the day and leaves no earlier than thirty minutes at the end of school day
- Is responsible for the HT diary, arranging appointments that are relevant to HT position
- Ensures that all enquiries go through a line management system to enable the HT to prioritise appointments and tasks
- Responds directly to parental and other enquiries through email or by phone or letter where it is deemed more appropriate that the HT/SMT or teaching staff are not involved
- Is able to deal with parental enquiries to prevent the need for middle managers or SMT to be involved in day to day matters
- To be able to distinguish between queries that can be dealt with by administration, teaching staff or middle managers before referral to HT or SMT
- Communicates with parents in a polite, professional and businesslike but always friendly manner
- Compiles SMT agenda for bi-weekly SMT meetings and produces minutes from SMT notes in readiness for following meeting and distribution to staff
- Is in attendance at staff briefings, taking verbatim notes and checking with HT/SMT before publication to staff by both email and hard copy
- Compiles staff meeting and middle managers meetings and posts agenda at least three days prior to meeting
- Always promotes the college positively to prospective and existing parents
- Enable the HT to deal with more strategic business by assisting with routine administrative work such as writing letters to parents, responding to invitations, booking hotels and flights during recruitment periods and for overseas conferences
- Responsible for update of staff telephone contact tree in case of emergencies
- To complete calendar of school events for publication to parents in June of each academic year after consultation with relevant SMT member and liaison with relevant person at DESS Primary
- Will notify parents of school closures and other changes to published calendar after checking with HT or relevant member of SMT and HT or PA at DESS Primary
- During the recruitment of new staff to:
 - ✓ Liaise with PA at DESS Primary re. placement of advertisement in times Educational Supplement and other relevant publications
 - ✓ Pass on to HT all applications to be considered, print those that are long listed, send for references where indicated by HT, arrange interviews at overseas venue or/and arrange internal interview, lesson observation and tour with relevant members of staff where local or overseas candidates are able to visit the college

- ✓ To be able to respond to applicants with relevant details of each position and other enquiries that do not need the direct input of the HT or SMT
- ✓ On appointment of new staff and renewal of existing contracts, to produce new contracts for both groups for HT to agree and send to relevant parties and on reply pass originals or copies to HT
- Is prepared to deal with enquiries at reception and for admissions (only to take details) during times when that member of support staff in on a break or leave
- To collate, type and distribute DESC dispatch following approval from member of SMT
- Re-arrange and label staff pigeon holes in staffroom before the start of each calendar year
- To be solely responsible for sending general messages to parents by email or by letter regarding general matters as notified by HT or SMT

September 2010

Clerk To Board of Governors

- Collate and send all relevant papers to Board of Governors prior to Board and sub-committee meetings
- Arrange dates, venues and refreshments for Board and sub-committee meetings
- Liaise with all Board members when arranging dates and times of meetings and send relevant school information when requested by Headteacher or Board members
- Attend all Board and sub-committee meetings and take minutes of each meeting to be distributed as draft minutes not longer than twenty four hours after meeting
- Invites and arranges Board of Governors invites to school functions including reserved seating arrangements

September 2010