



HARROW
INTERNATIONAL
SCHOOL
哈罗国际学校

SHENZHEN QIANHAI 深圳前海



HARROW
INNOVATION LEADERSHIP
ACADEMY
哈罗礼德学校

SHENZHEN QIANHAI 深圳前海

PERSONAL ASSISTANT JOB DESCRIPTION

Job Title:	PA to the Chinese Principal
Line Manager:	Executive Officer
Job Grade:	G4

Purpose of Job

- The jobholder will be responsible for handling a wide range of administrative tasks and ensure the efficient and effective running of the Head's office and daily business.
- Work with the Chinese Principal on aspects of operational management to aid connection amongst non-academic departments.
- To lead strategic coordination and communication between non-academic departments; Human Resources, Finance, Operations, Admissions and Marketing, ICT and Government Affairs.
- Provide administrative support to the Chinese Principal (and Head of Schools as required)
- Maintain a high level of integrity and confidentiality with all information and knowledge that is associated with working closely with the Chinese Principal and Head Master.

Duties and Responsibilities

Personal Assistant

- Be the point of contact for the Chinese Principal, use discretion and tact to ensure staff, visitors, students, telephone callers are dealt with by the appropriate person.
- Diary management: supporting papers for meetings; prioritisation and researching as necessary.
- Pro-active management of Chinese Principals inbox and office: telephone calls, messages, redirections; draft correspondences, high standard of secretarial support, including fast and accurate turnaround of documents, emails.
- Manage the Planners and files in relation to Heads of School and the Executives.
- Organise travel arrangements (train and flight tickets), accommodation and visas for the Chinese Principal and coordinating travel arrangements as and when required.
- Timely and effective communication amongst departments and with senior academic teams.
- Provide full administrative duties as required including producing agendas, taking and transcribing confidential minutes of meetings, circulating appropriate papers and logging /updating action points accordingly.
- Support the Chinese Principal in advising on cultural matters.
- Assist with translation as and when requested by the Chinese Principal.

Management Support

- Overall coordinate and communicate with Heads of School (in conjunction with their PAs) and Assistant Heads concerning priorities, deadlines, policies and procedures.
- Liaise with HIMS and BoG; Prepare papers and take minutes of BoG meetings etc.
- Assist the Chinese Principal in matters of public relations.
- Support the Chinese Principal in managing staff relations and wellbeing.
- Along with the PA to the Head Master manage the process for using the school chop.

Project based assignments

- Undertake project work and related activities as directed by the Chinese Principal.
- Support staff recruitment process.
- Provide coordination for external agencies as and when required e.g. school inspectors, auditors.
- Provide support in the induction programme for new employees.

Educational Excellence *for* Life and Leadership

育以至善 · 卓以领航



HARROW
INTERNATIONAL
SCHOOL
哈罗国际学校

SHENZHEN QIANHAI 深圳前海 SHENZHEN QIANHAI 深圳前海



HARROW
INNOVATION LEADERSHIP
ACADEMY
哈罗礼德学校

Other

- Cover for the team member as required within the Head Master's office area.
- Provide other support assigned by line manager.

Requirements

Minimum Academic Degree required

Qualified to degree level in a relevant subject.

Experience

- Experience in a comparable role.
- Experience of managing and maintaining accurate records and filing systems.
- Ability to work quickly and under pressure, have an eye for details and be able to handle people on the phone and in person in a professional manner.
- Highly developed written and verbal communication skills with a strong attention to detail.
- Highly developed organisation skills with the ability to prioritise competing demands.
- Ability to build and maintain effective relationships.
- Discreet with awareness of the need to maintain confidentiality with sensitive matters at all times.

Desired but not mandatory

- Knowledge of relevant school policies, procedures and systems.
- Knowledge of the academic progression under the British curriculum.
- Proficiency in digital dictation and transcription.
- Experience of working in a school environment.

IT Skills

- Microsoft Office and knowledge of relevant softwares.

Language

- Proficient in written and spoken Chinese and English.

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

Harrow is committed to the safety and protection of children.

All employees are expected to comply with our School Child Protection and Safeguarding Policy.

Educational Excellence *for* Life and Leadership

育以至善 • 卓以领航