

## PA to the Principal

Dove Green Private School (DGPS) takes immense pride in being a British community school, offering a distinctive educational experience in the heart of Dubai Investment Park, near the Expo 2020 site. Our British educational values emphasise respect, tolerance, inclusivity, and a commitment to academic excellence, fostering well-rounded, globally-minded individuals. We are committed to cultivating an environment that celebrates the rich traditions of British education while fostering a global perspective. Our school, currently in its 10th year of operation, has become an example of educational excellence, embodying the values of a happy, caring, and inclusive community school. We are dedicated to providing a forward-thinking, innovative education beyond conventional boundaries. As the first UK curriculum school in the area, DGPS has earned a reputation for being at the forefront of educational innovation, catering to the needs of Dubai's rapidly expanding and developing south side.

As the Principal's Personal Assistant, you will be entrusted with a multifaceted role that extends beyond conventional administrative tasks. While efficiently managing schedules and communications remains a core aspect, your responsibilities will go beyond routine duties. You will actively participate in high-level decision-making processes and contribute strategically to the school's leadership initiatives. Your involvement in executing strategic plans involves preparing reports, conducting research, and analysing data to inform key decisions. Effective communication becomes a cornerstone of your role as a liaison between the Principal and diverse stakeholders, ensuring a well-informed school community. Proactive coordination skills will extend to organising events, projects, and special initiatives that enhance day-to-day operations and contribute to the school broader mission. Your dedication to excellence, meticulous attention to detail, and adaptability will make you an indispensable asset in continuing to develop culture of continuous improvement and educational excellence within the school.

With our state-of-the-art secondary building nearing completion, DGPS is poised to provide an unparalleled learning experience. This innovative facility, designed to complement our existing campus, reflects our dedication to offering students the finest resources and facilities. The successful candidate will be closely aligned with DGPS's core values and ethos and be part of a community that blends the best of British education with a commitment to preparing students for success in a rapidly changing world while possessing a genuine understanding and appreciation of the region's values. Above all, we're looking for an astute, driven, and down-to-earth person that is committed to fostering a culture of successful collaboration and progressive learning through our vision of **learning together and growing together**.

### **Responsibilities:**

#### **Strategic Calendar Management:**

- Craft and maintain a strategic calendar for the Principal, proactively scheduling and organizing appointments, meetings, and events to optimize time management.
- Prioritise and coordinate engagements to align with the school's priorities and the Principal's objectives.

#### **Communication Hub:**

- Serve as the primary point of contact for the Principal, managing incoming communications with professionalism and efficiency.
- Draft, edit, and distribute correspondence, ensuring clear and effective communication in alignment with the school's messaging standards.

**Efficient Documentation Handling:**

- Prepare and organize a variety of documents, including reports, presentations, and official correspondence, ensuring accuracy and adherence to established guidelines.
- Maintain a systematic filing system for easy retrieval and reference.

**Meticulous Meeting Coordination:**

- Take charge of all aspects of meeting logistics, from initial planning to execution.
- Prepare comprehensive meeting agendas, capture detailed minutes, and follow up on action items to guarantee the successful outcome of each meeting.
- Facilitate any travel logistics, including transportation, accommodations, and itineraries.
- Anticipate potential challenges and proactively address them to ensure smooth travel.

**Office Optimization:**

- Manage the day-to-day operations of the Principal's office, including overseeing supplies, equipment, and ensuring a well-organized workspace.
- Implement strategies to enhance office efficiency and workflow, contributing to a positive working environment.

**Confidentiality and Discretion:**

- Handle confidential information with the utmost discretion, maintaining a high level of trust in all interactions.
- Demonstrate a keen understanding of the sensitivity of certain matters and exercise sound judgment in maintaining confidentiality.

**Collaborative Leadership Support:**

- Foster collaboration with other administrative staff and department heads, ensuring open lines of communication and coordination across the institution.
- Act as a liaison between the Principal and various stakeholders, both internal and external, enhancing the overall effectiveness of leadership initiatives.

**Qualifications:**

- Bachelor's degree in Business Administration, Communication, or a related field.
- Proven experience as an executive assistant or personal assistant.
- Exceptional organisational and time management skills.
- Strong written and verbal communication skills.
- Proficient in Microsoft Office Suite and other relevant office software.

- Ability to handle multiple tasks simultaneously with attention to detail.
- Discretion and confidentiality are paramount.

We are also mindful of our national development strategy and encourage UAE Nationals to apply to our company.

**At DGPS, we relentlessly prioritise the safety and well-being of children. We maintain the highest standards in child protection practices and are committed to promoting their welfare. We expect our staff to share this commitment and actively hold them accountable for this. As part of our hiring process, successful applicants undergo various background checks, including references, qualifications, identification, and police checks, which may extend to overseas checks.**