



Personal Assistant to the Principal

JOB PURPOSE: The post holder will provide secretarial support to the Principal and manage the Principal's Office; act as a communications conduit for the Principal with other staff, stakeholders and external parties; support the Chair of the School Council and organise all School Council and Sub-Committee meetings; and be part of the team managing Alumni relationships and events.

Responsibilities

Personal Assistant to the Principal

- Provide full secretarial support to the Principal, including management of all aspects of the Principal's diary.
- Establish strong and positive relationships with all stakeholders and maintain efficient communication flow into and out of the Principal's Office.
- Assist the Principal with planning and preparing for upcoming meetings and other calendared events;
- Compile and carry out the first edit of the Principal's Report to School Council.
- Compile and maintain the School Calendar and book venues accordingly.
- Compile and monitor the annual calendar of School Council meetings, liaise with Chairs and the Principal regarding the compilation and circulation of agendas and alert all participants to complete documents as required.
- Attend all School Council meetings and prepare minutes.
- Administer all School Council elections and be aware of all regulations relating to School Council matters arising from the Ordinance.
- Administer the school email account and direct enquiries to relevant Departments.
- Assist with the compilation of the weekly e-bulletin and prepare for final edit by Principal before mailing to parents.
- Work with the Facilities & Office Manager to co-ordinate the start of Year collection process.
- Assist the General Office with administration in busy periods and with ad-hoc projects (subject to the Principal's approval).
- Perform any other duties as and when assigned by the Principal.

Human Resources – Teaching Staff

- Execute day-to-day administration tasks related to the teaching staff management cycle, relating to recruitment, contracts, employment and termination.
- Establish positive communication and relationships with key ESF HR staff.
- Ensure compliance with ESF and school HR policies and practices.
- Respond to minor queries regarding staff members' contracts or other employment issues, and escalate to the HR and Finance Manager, Business Manager or Principal if necessary.
- Manage teacher interview processes for the Principal, and support travel arrangements as necessary.
- Manage administration of all School-based teaching Staff interviews.
- Liaise with school leaders involved in supporting the Principal with recruitment, and ensure that all recruiters are informed and aware of deadlines, timetables and interview arrangements.
- Maintain a close communication link with the HR and Finance Manager to ensure that teaching staff budget information remains accurate.

School Communications and Alumni Relationship

- Work closely with the Community Development Officer to help manage the school communications platforms, such as email, website, Facebook, Twitter, etc.
- Administer the alumni website and manage the alumni enquiries and registration.
- Organise Alumni events in liaison with the Community Development Officer.

Admissions

- Work closely with the Admissions Officer (AO) to understand the ESF and SIS Admissions processes and systems, and cover the Admission function in the absence of the AO.

Experience Requirements

- Degree in Business Administration, Secretarial Management or another HR-related discipline;
- At least 5 years relevant experience in a senior secretarial role;
- Proficiency in MS Word, Excel and Other Microsoft Applications, as well as Google;
- Previous experience in a school-based and/or HR setting would be advantageous.

Skills and Person Specification

- Fluency in oral and written English is essential; Cantonese would be advantageous but is not essential;
- A high degree of organization and efficiency, attentive to details and meticulous in following up;
- Excellent interpersonal and co-ordination skills;
- Excellent communication skills and the ability to work with different stakeholders;
- High initiative and pro-active;
- Ability to maintain complete confidentiality;
- A team player, with strong prioritisation skills and the ability to multi-task;
- Willing to work beyond core hours when required, and willing to offer support to others if own capacity allows this.

Closing Date: 22/05/2019

For enquiries, please contact Brondy Poon at 2240 6763 or bpoon@sis.edu.hk

Applications must be submitted online through <https://recruit.esf.edu.hk>.

Applicants must be a permanent Hong Kong resident or already possess a valid visa to work in Hong Kong.