



**Job Description:** Executive Assistant

**Responsible to:** Principal

**Job Purpose:** This role description is designed to be indicative rather than restrictive and may evolve over time. The Executive Assistant is responsible for representing the Kanha Global School Principal's office with professionalism, warmth, integrity, discretion, positivity, and efficiency. The role involves overseeing the Principal's office, advising on urgent matters, handling enquiries, and proactively seeking opportunities to improve office functioning. Additionally, the Executive Assistant acts as a welcoming representative at events and ensures all visitors are cared for.

**Person Specification:**

- Experience in PA work
- Strong interpersonal skills with excellent judgement and diplomacy
- Resilience, dedication, and a willingness to go the extra mile.
- Adaptability and flexibility, ability to prioritise effectively and work independently
- Calmness, proactivity, and positivity under pressure
- Excellent diary management and organisational skills
- Confident and effective communication skills, both written and verbal
- Ability to build strong relationships at all levels
- Proactive approach to ongoing improvement and development
- Understanding of confidentiality and high standards of discretion
- Excellent IT skills (Microsoft 365 applications: Outlook, Word, Excel, PowerPoint, Forms), ability to learn to use new software in a proactive manner.
- Great attention to detail and accuracy



## **Main Duties and Responsibilities:**

- Embrace and encourage the ethos and standards of excellence of Kanha Global School.
- Planning and coordinating the Principal's diary, effectively managing daytime and evening appointments, and reflecting upcoming workflows, ensuring that the Principal is appropriately accessible while also protecting her time to ensure effective prioritisation of workload and productive use of time
- Planning and managing workflows and deadlines to assist the prioritisation of important and urgent tasks and liaising with other staff as appropriate, and to ensure that preparations are made in good time, tasks are completed in timely manner, and that staff involved have sufficient time to prepare for meetings, events and deadlines
- Organise and provide oversight for school initiatives and celebrations as required by the principal
- Proactively managing ongoing processes and planned schedules of work, for instance those connected with staff meetings and notices, staff announcements, staff review, and meetings with staff, pupils and parents
- Having an excellent sense of events and issues taking place across the school and wider external context, and keeping the Principal updated
- Managing the Principal's school calendar, planning meetings, to ensure that the Principal is able to represent the school at relevant events and to navigate clashing commitments
- Overseeing travel and accommodation arrangements for the Principal, both locally and internationally
- Organising events for the Principal's office, including booking venues, inviting and looking after participants, arranging travel and catering requirements as need
- Look after the Principal's daily running order
- Manage the admin Pantry



- Completing research, analysing findings and providing summaries for the Principal as required
- Seek professional support and advice, commit to relevant training, and continuous professional development.
- Compile information from various sources to generate reports and assist in presentation and report development for Principal's meetings.
- Provide high-quality reception and hospitality for those seeking to communicate with the Principal.
- Initiate effort beyond the typical workday when tasks require additional commitment.
- Carry out any other reasonable duties directed by the Principal.

*Note: These duties are not exhaustive or exclusive, and the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post and directed by the Principal.*