

# Personal Assistant to Deputy Principal

**Join a supportive and dynamic team**

**Well-established School**

**Commencing Term 2, 2020**

**Full-time position based at Greenacre Campus**

Malek Fahd Islamic School is a Kindergarten to Year 12 Muslim School with around 2800 students across three campuses: Greenacre, Beaumont Hills and Hoxton Park. This position will be based at our Greenacre campus and is open to all faiths.

Applications are invited for an enthusiastic, dynamic, suitably qualified and experienced Personal Assistant to join the vibrant team and provide appropriate level and effective administrative support to three Deputy Principals. The successful person will be sympathetic to the philosophy of education in our Islamic School.

## **Specific Selection Criteria**

This role requires you to have exemplary relationship skills when working with children, parents and staff. Applicants will need to work collaboratively with the rest of the team of *Executives* and display the following skills:

- Warm and welcoming manner as the first point of contact for the Deputy Principal
- Ability to manage the workflow in a proactive and efficient manner;
- Highly organised with excellent attention to detail;
- Quality writing skills;
- Excellent communication skills (with staff, parents and students) ;
- Ability to work in a team as well as self-motivated;
- Some experience in managing calendars;
- Excellent ICT skills including MS Office
- School experience and experience in using student management system would be advantageous;
- Excellent administration and Personal Assistant skills;
- Ability to maintain confidentiality at all times;
- Polished and professional presentation;
- Be willing to comply with the policies and procedures of the School;
- Exhibit good practices and be a good role model for language and punctuality and grooming;
- Any other role as requested by the Deputy Principal(s)

## **The Application Process**

When preparing your application for our consideration, please include:

- A covering letter addressed to the Principal
- Your Curriculum Vitae (CV) with telephone contact details of three supporting referees
- Current Working with Children Number and expiry date
- Qualifications

Applications close at 9.00am on Monday, 30<sup>th</sup> March 2020 and should be addressed to:

Mr Bruce Rixon

Principal

Malek Fahd Islamic School

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