



Kings' Education

Kings' Education is a group of premium schools, welcoming students from around the globe from age 3 to 18 years. The education we deliver in our schools combines a British-based curriculum with an international perspective, tailored to the needs of our community of young people growing up in Dubai today, whether expatriate or local. We foster 'The Best by Every Child' to effectively support all our students striving to reach their true potential.

Since 2004, Kings' has grown from a few hundred to near 3,000 students in three campuses: Kings' School Dubai, Kings' School Al Barsha and Kings' School Nad Al Sheba offering Foundation Stage, Primary and Secondary levels of education. All our schools have the same high standards and exceptional levels of student attainment and progress that have made Kings' School Dubai the only school in Dubai to achieve an **Outstanding** rating from the Dubai Schools Inspection Bureau since inspections began.

For more information visit our website – www.kings-edu.com

We have a vacancy for **PA to Leadership** at Kings' School Nad Al Sheba who can assist the Principal and Primary Leadership team with administration support. Main duties and responsibilities include correspondence, diary management, organizing meetings for the Primary Leadership team. The ideal candidate for this position is a self-starter who can work well in a fast-paced environment.

Essential Skills and Qualifications:

- Excellent written and oral communication skills with a high level of proficiency in English language
- Proficient with MS Office
- Strong sense of responsibility and ability to complete tasks with minimal supervision
- Strong organizational skills and calendar/diary management
- Desirable Personal Assistant experience preferably in a school setting

Applications are invited from candidates who are currently sponsored by their spouse/father and can demonstrate the essential skills and qualifications. It is preferable if the candidate can join on immediate basis.

If you are interested in joining a dynamic, dedicated team, please send your CV with photo to careers@kings-edu.com with the subject line - **Application for PA to Leadership**.

Closing date for applications is 10 December 2017.