



INTERNATIONAL
SCHOOL *of* DAKAR

JOB DESCRIPTION

Executive Assistant to the Principal

Reports to: Principal

Works with: Leadership Team, Faculty

Contract: 100%

Hours: 8.00 am to 5.00 pm

POSITION DESCRIPTION:

The Executive Assistant to the Principal provides high-level administrative and secretarial support to the Principal, ensuring the efficient and effective operation of the Principal's office. This role requires exceptional organizational skills, discretion, initiative, and the ability to manage a wide range of complex and confidential matters. The Executive Assistant will act as a key point of contact for internal and external stakeholders and will play a crucial role in supporting the Principal's leadership and the overall functioning of the school.

RESPONSIBILITIES:

Office Management:

- Manage the Principal's calendar, including scheduling meetings, appointments, and travel arrangements, ensuring efficient use of the Principal's time.
- Organize and maintain electronic and paper filing systems, ensuring easy access to information and maintaining confidentiality.
- Prepare and edit correspondence, reports, presentations, and other documents on behalf of the Principal.
- Screen and prioritize incoming calls, emails, and mail, responding or redirecting as appropriate.
- Manage office supplies and ensure the smooth operation of office equipment.
- Coordinate logistics for meetings and events hosted by the Principal's office, including room bookings, catering, and technology setup.
- Manage the Professional Development requests and Absence Forms from staff in collaboration with the HR department and Principal.

OUR VISION

Our community leads, inspires, and impacts global change with compassion and wisdom.

OUR MISSION

We nurture each learner's growth.
We embrace each other and our local community.
We foster diverse perspectives and global citizenship.

Empathy

Equity

Integrity

Respect

Responsibility



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Communication and Liaison:

- Act as a primary point of contact for internal and external stakeholders, including parents, staff, board members, and community representatives, with professionalism and diplomacy.
- Facilitate communication between the Principal and other members of the school community.
- Prepare agendas and take minutes for meetings as required.
- Assist preparing communications to the school community.

Project Support:

- Assist the Principal with various projects and initiatives, including research, data gathering, and report preparation.
- Track project timelines and follow up on action items.
- Assist in the development and implementation of administrative procedures.

Confidentiality and Discretion:

- Handle sensitive and confidential information with the utmost discretion and professionalism.
- Maintain the integrity of the Principal's office and all related communications.

Administrative Support:

- Prepare expense reports and process invoices.
- Assist with budget monitoring and record-keeping for the Principal's office.
- Make travel arrangements and prepare itineraries.
- Assist preparing materials for important events.

Initiative and Problem Solving:

- Anticipate the Principal's needs and proactively take action to ensure efficient workflow.
- Exercise sound judgment and problem-solving skills to address administrative issues.
- Take initiatives to improve office processes and procedures.

Other Duties:

- Undertake other duties and responsibilities as assigned by the Principal.
- Prepare and Track Annual Overseas Purchase Orders
- Ensure class lists and parent contacts are up-to-date at the start of school and throughout the school year.

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree preferred.
- Proven experience (minimum 3-5 years) as an Executive Assistant, preferably supporting a



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senior-level executive in an international or educational environment.

- Exceptional organizational and time-management skills with strong attention to detail.
- Excellent written and verbal communication skills in English. Proficiency in French is an asset.
- Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook). Experience with other relevant software and technology is a plus.
- Ability to work independently, prioritize tasks, and meet deadlines in a fast-paced environment.
- Strong interpersonal skills and the ability to build positive working relationships with diverse stakeholders.
- Demonstrated ability to exercise discretion, maintain confidentiality, and use sound judgment.
- Proactive and resourceful with a strong work ethic.
- Cultural sensitivity and the ability to work effectively in an international school setting.

Personal Attributes:

- Highly professional demeanor and presentation.
- Strong sense of responsibility and accountability.
- Positive attitude and a proactive approach to work.
- Flexibility and adaptability to changing priorities.
- Ability to work effectively both independently and as part of a team.

This position commences 1 August 2026.

To apply for this role, please complete the application [here](#).