



# DOHA ENGLISH SPEAKING SCHOOL

Learning Together • High Expectations • Celebrating Success

## Job Description

### **P.E. Clerical Assistant**

**Responsible to:** Head of Department → Deputy Headteacher → Headteacher.

#### **Purpose of Job**

The PE Clerical Assistant is responsible for providing full secretarial, clerical and administrative support to the PE Department

#### **Specific Responsibilities to include**

- Work closely with the Head of PE to ensure that staff, parents and children are informed about forthcoming events
- Type, format and prepare letters, emails and other printed materials for the PE Department as appropriate
- Coordinate all weekly newsletter articles from the PE Department
- Organise residential school trips
- All administration for non-residential school trips.
- All administration for QPSSA events
- Administration for BSME annual event
- Organisation of cover for PE lessons, liaising with Finance Manager to provide full details of weekly cover
- Following up payments for trips
- Maintain PE clothing inventory whilst liaising with the Finance Manager
- Coordinate and maintain annual stationery order
- Maintain the PE office, ensuring it remains tidy and is an efficient working environment
- Work cooperatively and supportively and in the spirit of teamwork with other members of staff
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post

#### **You will also be expected to:**

- Observe, at all times, the need for confidentiality when dealing with information regarding the School
- Observe the need for discretion when dealing with other adults within the School
- Promote the good name of the School in the community



Sean Sibley  
Headteacher

Telephone: + 974 4459 2750  
Facsimile: + 974 4459 2761

PO Box: 7660, Doha, Qatar  
dess@dess.org www.dess.org



Excellence in Education  
The International  
of Qatar Schools

