



## **Executive Assistant Senior Boys' School**

### **Salary Competitive**

We require an experienced Executive Assistant at Merchant Taylors' Senior Boys School to provide PA support to the Headmaster.

You will be the Headmaster's first point of contact for people from inside and outside the School, and shall make decisions as to when meetings can take place for anyone wishing to meet with or speak with the Headmaster. As such you will have full management of the Headmaster's diary, and will be expected to prioritise more urgent requests for appointments, using your initiative to reschedule appointments as necessary, assisting the Headmaster with managing his day.

You will often speak to parents and are expected to be highly professional, articulate and diplomatic. You will possess excellent time management skills as you will often be expected to juggle conflicting priorities and should have experience of managing others and overseeing their work as you will be line manager to the School Secretary.

You will be welcome all of the Headmaster's visitors with an approachable and professional disposition, offering refreshments to both the Headmaster and his visitors. You will act as a key point of contact in the School and your listening and communication skills should be of a very high standard enabling you to relay messages to the Headmaster accurately and succinctly. The role is highly administrative and it is essential that you are highly organised, focussed and calm. The role will require you to produce communications such as drafting letters for the Headmaster, therefore it is crucial that you have a qualification in English Language and understand the correct use of grammar and punctuation. It is also important that you have excellent keyboard skills and know how to use all Microsoft packages to a high standard such as word, excel and powerpoint. As the role will also require you to work closely with the Headmaster, it is vital that you are discreet and confidential with all information concerning the School, Staff and Pupils.

To undertake this role, you should already be a highly skilled and experienced Executive Assistant or PA, a confident communicator and trusted professional.

This role will require you to work a minimum of 37 hours a week Monday to Thursday 8.00-4.00 and Friday 8.00- 3.30pm during School term times plus an additional four weeks outside

term time, equating to 39 working weeks. A full time equivalent salary will therefore be prorated to allow for you working 39 weeks.

For further details and to apply, please visit [www.merchanttaylors.com/vacancies](http://www.merchanttaylors.com/vacancies).

Candidates should submit an application form via email to [recruitment@merchanttaylors.com](mailto:recruitment@merchanttaylors.com) or alternatively post to Human Resources Department, Merchant Taylors' School, Liverpool Road, Crosby, Liverpool L23 0QP to arrive by Midday: 3<sup>rd</sup> October 2019

*Merchant Taylors' School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS)*