

PERSONAL ASSISTANT TO HEAD OF PREPARATORY SCHOOL

Commencement Date: Negotiable

Redhill School is looking to appoint a Personal Assistant to the Head of the Preparatory School.

Main Responsibilities and Tasks:

- Acting as a first point of contact: dealing with correspondence and phone calls
- Managing diaries and organising meetings and appointments
- Typing, compiling and preparing reports, presentations and correspondence
- Handling of confidential documents as well as confidential information
- Managing databases and filing systems
- Implementing and maintaining procedures/administrative systems
- Liaising with staff and parents when necessary
- Collating and filing expenses when necessary
- Miscellaneous tasks to support the Head of the School

The successful candidate will have:

- Matric
- Secretarial Diploma
- Minimum 3 years in similar position
- Good level of literacy and numeracy skills
- Effective use of ICT packages and good keyboard skills
- Proven ability to relate well to children and adults including the ability to manage all communications and public contact in a friendly, approachable and efficient manner
- Proven ability to work constructively as part of a team, understanding school roles and responsibilities
- Experience of school Management Information Systems (eg ADAM) will be an advantage

To apply for this exciting position, please forward a full Curriculum Vitae and a Motivation Letter, together with the names and telephone numbers of three referees, to fjeffers@redhill.co.za

Closing Date for Application: 27 May 2019

*If you have not heard from the School by **17 June 2019** please consider your application unsuccessful.
Redhill reserves the right to appoint someone earlier if a suitable candidate presents him/herself.
Redhill reserves the right not to make an appointment*
