



**Personal Assistant to Head of Primary**



### Personal Assistant to Head of Primary

This is an exciting opportunity for a talented and hard-working individual with a desire to work in an environment that strives for excellence in all it does.

The Personal Assistant (PA) to the Head of Primary at Charterhouse Lagos is primarily responsible for providing comprehensive administrative support to facilitate the efficient operation of the Primary School leadership.

### Job Description

**Position:** Personal Assistant to Head of Primary

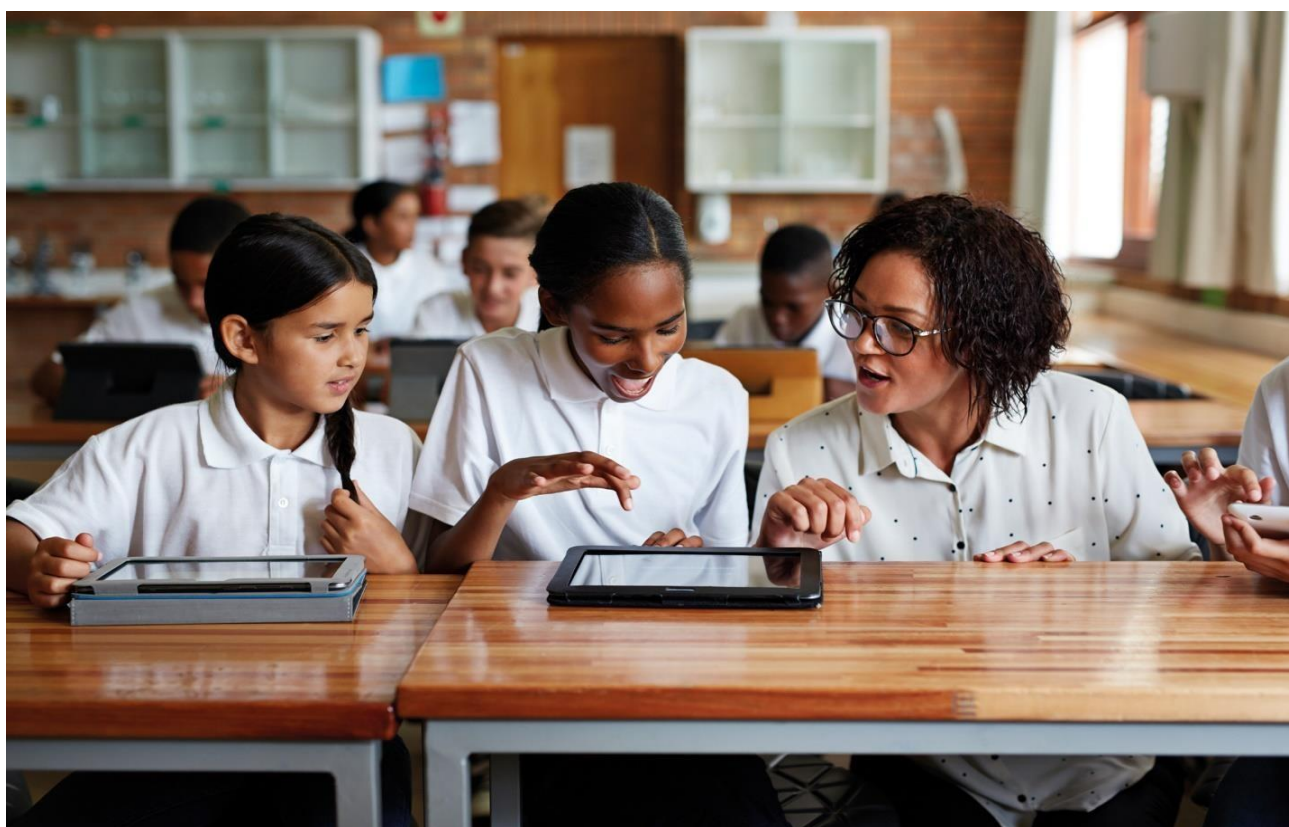
**Reporting to:** Head of Primary

**Position Type:** Full-Time

**Role Overview:** This position requires a high level of professionalism, discretion, and interpersonal skills to effectively manage the demands of the role.

*Charterhouse Lagos is committed to safeguarding and promoting the welfare of all our students and expects all applicants to share this commitment. We follow safer recruitment practices which are aligned with recommendations from the International Task Force on Child Protection. We aspire to the highest international standards of recruiting practices with specific attention to child protection. All appointments are subject to interviews, identity checks, criminal record checks, social media checks and successful references.*





<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Bachelor's degree in education, Business Administration, or a related field preferred.	Yes	
<b>Skills &amp; Knowledge</b>		
Proven experience (3 years) as a Personal Assistant or Administrative Assistant, preferably in an educational or academic setting.	Yes	
Excellent organizational and multitasking abilities, Keen attention to detail and accuracy.	Yes	
Strong interpersonal and communication skills, with the ability to interact effectively with diverse stakeholders.	Yes	
Proficiency in computer applications, including Microsoft Office Suite and school management software.	Yes	
Knowledge of educational policies, procedures, and regulations is desirable.	Yes	
High level of integrity, discretion, and confidentiality in handling sensitive information.	Yes	
Ability to work independently and collaboratively in a dynamic environment.	Yes	
<b>Personal Traits</b>		
Analytical and problem-solving skills.	Yes	
Ability to work independently and as part of a team.	Yes	
Commitment to upholding the values and ethos of Charterhouse Lagos.		Yes
Ability to maintain a professional demeanour when dealing with sensitive financial matters or difficult customers.		Yes



### Key Responsibilities

Key Responsibilities	
<b>1 School Administrative Support:</b>	
i	Serve as the primary point of contact for internal and external stakeholders, including parents, staff, and students, effectively managing inquiries and requests.
ii	Coordinate and facilitate communication between the Head of Primary and various departments within the school community.
<b>2 Calendar Management and Schedule Coordination:</b>	
i	Manage the Head of Primary's calendar, scheduling appointments, meetings, and school-related events.
ii	Coordinate and prioritize conflicting schedules to optimize the efficient use of time and resources.
<b>3 Documentation and Correspondence:</b>	
i	Draft and prepare correspondence, reports, and presentations on behalf of the Head of Primary, ensuring accuracy and adherence to established standards.
ii	Manage incoming and outgoing communications, including emails, letters, and phone calls, with professionalism and confidentiality.
<b>4 Meeting and Event Coordination:</b>	
i	Arrange and coordinate meetings, conferences, and events, including logistics such as venue booking, catering, and audiovisual requirements.
ii	Attend meetings as required, record minutes, and follow up on action items to ensure timely resolution.
<b>5 Student and Parent Relations:</b>	
i	Assist in maintaining positive relationships with students and parents by providing support and guidance on school-related matters.
ii	Coordinate parent-teacher meetings, student conferences, and other school events to foster engagement and collaboration.

<b>Key Responsibilities</b>	
<b>6</b>	<b>Academic Support and Record Keeping:</b>
i	Assist in maintaining student records, academic transcripts, and other documentation in compliance with school policies and regulations.
ii	Support the Head of Primary in monitoring student progress, academic performance, and disciplinary matters.
<b>7</b>	<b>Admissions and Enrolment Support:</b>
i	Liaise with the Admissions team to schedule meetings and assessments and maintaining accurate records of prospective students.
ii	Liaise with admissions staff to ensure a seamless transition for new students and families joining the school community

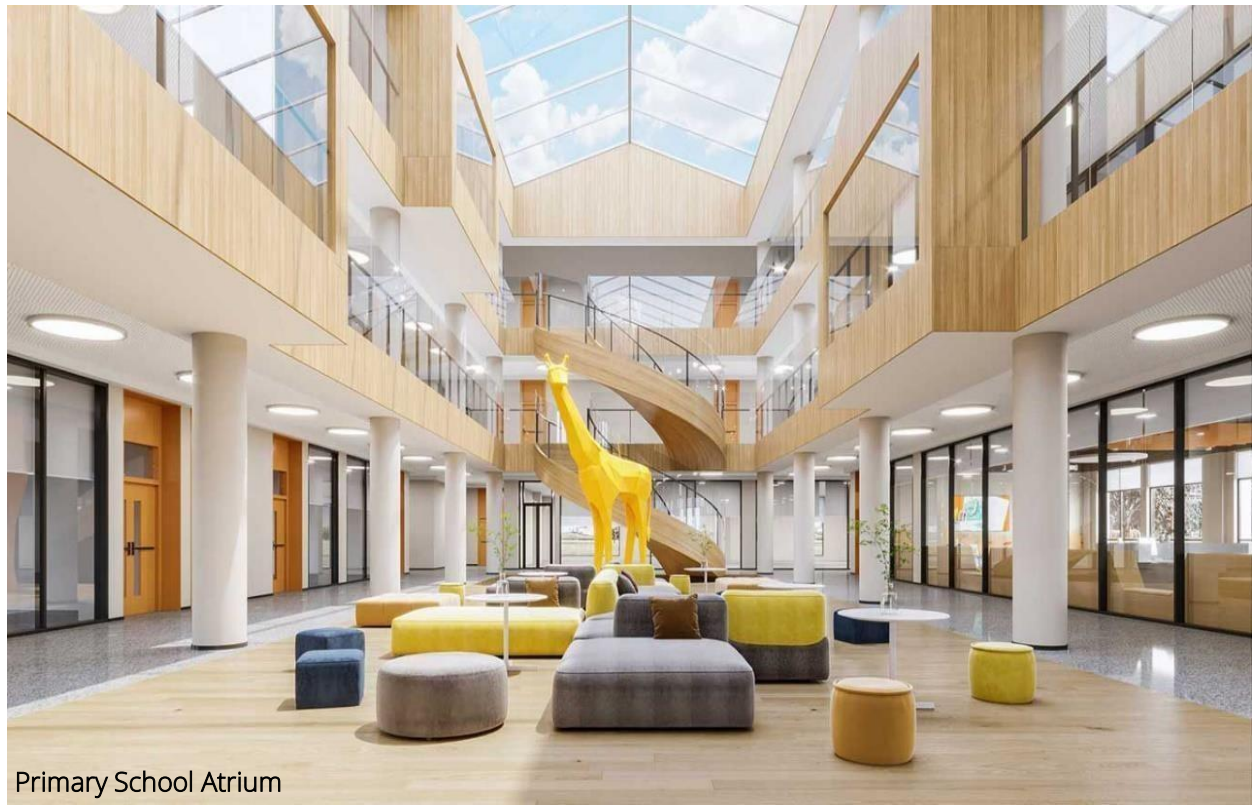
Official signing of the Charterhouse Lagos Agreement at Charterhouse UK

### **About our School**

Opening in September 2024, Charterhouse Lagos aims to set a new standard in education provision in Nigeria and West Africa. With world-class facilities and a focus on excellence, we aim to create students with a passion for learning, for excellence and for leadership.

The school community is self-contained and lies in Ogombo on the Lekki Peninsula, Lagos. The secure compound will offer the best educational facilities in Nigeria. 24hour security ensures that our students and staff can take advantage of the amazing facilities. We expect our older students to board at the school.

Facilities will include fully connected classrooms, science and STEAM labs, music, art, drama and library spaces, an 800-seat professional standard theatre, a 25-metre competition pool, along with a learn to swim pool, an NBA standard indoor basketball stadium, outdoor and indoor football pitches, and a beautifully landscaped campus that offers relaxation as well as a connection to nature.



Primary School Atrium

The school will offer an international education for students aged 5 to 18 (Years 1 to 13) using the British curriculum and leading to the IGCSE and A level qualifications. These will allow our students to aspire to the very best universities worldwide.

Opening a new school is a huge challenge and adaptability will be key. We aim to create British style international school reflecting the heritage and culture of the great UK independent schools. We are seeking leaders who will bravely tackle challenges and challenge expectations; we want individuals who will set aspirational targets for students and staff and lofty goals for our school.

We hope that you will consider joining us to create an exciting new future in Lekki, Lagos.

The building is in progress and will be completed in 3 phases with the initial facilities for Years 1 to 4 opening in September 2024.





## **TERMS AND CONDITIONS**

### **Contract**

This is a permanent full-time, full year position. The post will be considered probationary for a period of up to 6 months. Working hours will be full time, full year with occasional evenings and weekends as required.

### **Salary**

Competitive

### **Professional Development**

Professional and international working environment. Professional Development and training opportunities

### **Pension**

Benefits including pension health insurance.

### **Meals**

Free lunch and refreshments are available to staff whilst on duty and when catering is in operation.

### **Holiday**

The holiday year runs from September- August, in line with the academic year and entitlement is 21 days leave, usually taken in the school holidays. This leave is in addition to Federal Public Holidays.

### **Fitness Centre Membership**

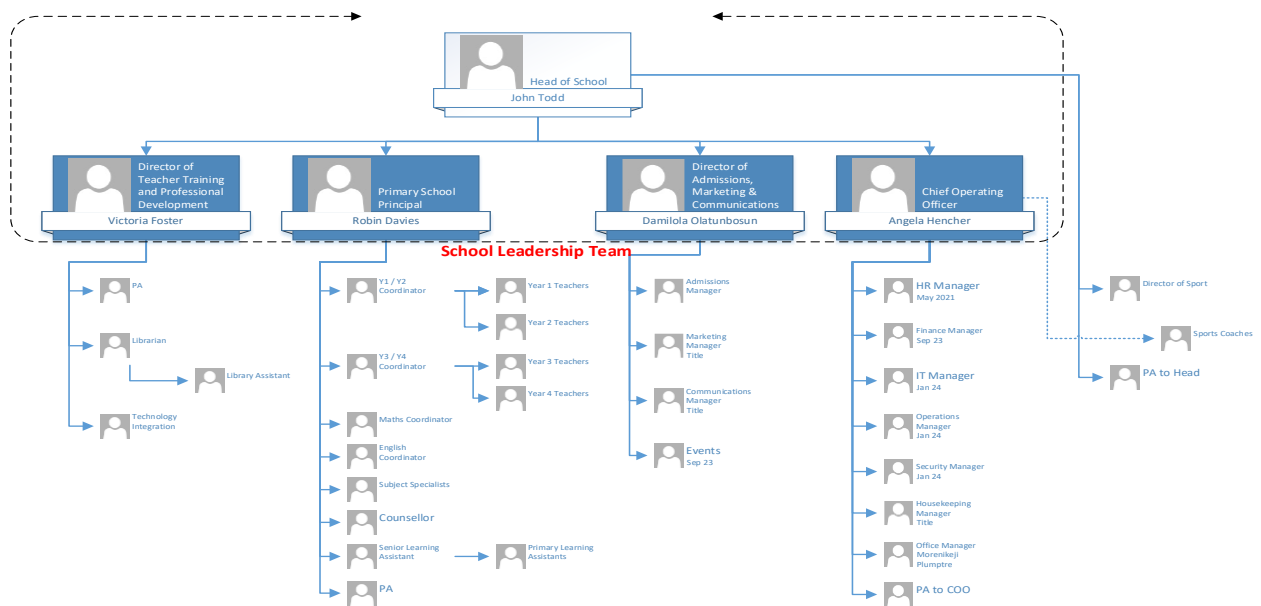
All academic and business staff are entitled to join the Fitness Centre, with access to the swimming pool, gym and fitness activities.

### **Pre-Employment Checks**

Any offer of employment is subject to numerous checks to comply with our Safer Recruitment processes and our Safeguarding Policy (available to view on our website), please see our link for

[APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTE.docx](#)

## Organisation Chart:



### Safeguarding

Charterhouse Lagos is committed to safeguarding and promoting the welfare of all our students and expects all applicants to share this commitment. We follow safer recruitment practices which are aligned with recommendations from the International Task Force on Child Protection. We aspire to the highest international standards of recruiting practices with specific attention to child protection. All appointments are subject to interviews, identity checks, criminal record checks, social media checks and successful references.

### Data Protection

The personal data relating to candidates, including personal data provided in, or along with the enquiry and application forms, is required to be collected by Charterhouse Lagos, for purposes of candidate evaluation, and facilitating the recruitment process. By providing us with your personal data, you give your consent to us for collecting, retaining, processing, transferring (including cross-border transfer) and disclosing personal data to any third parties (including intra-group – Huntington Education Group) for achieving the above purpose.

### Diversity, Equality and Inclusion

At Charterhouse Lagos, we want everyone to feel valued, appreciated, and free to be who they are at work, whilst remaining true to the culture and laws of Nigeria. Our recruitment processes are designed to prevent discrimination regardless of gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity, disability status, citizenship, or any other aspect which makes them unique.