



CHARTERHOUSE
LAGOS



Personal Assistant to Head of Secondary



Personal Assistant to Head of Secondary

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 Secondary at Charterhouse Lagos is primarily responsible for providing comprehensive administrative support to facilitate the efficient operation of the Secondary School leadership.

Job Description

Position: Personal Assistant to Head of Secondary
Reporting to: Head of Secondary
Department: Secondary School
Position Type: Full-Time

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

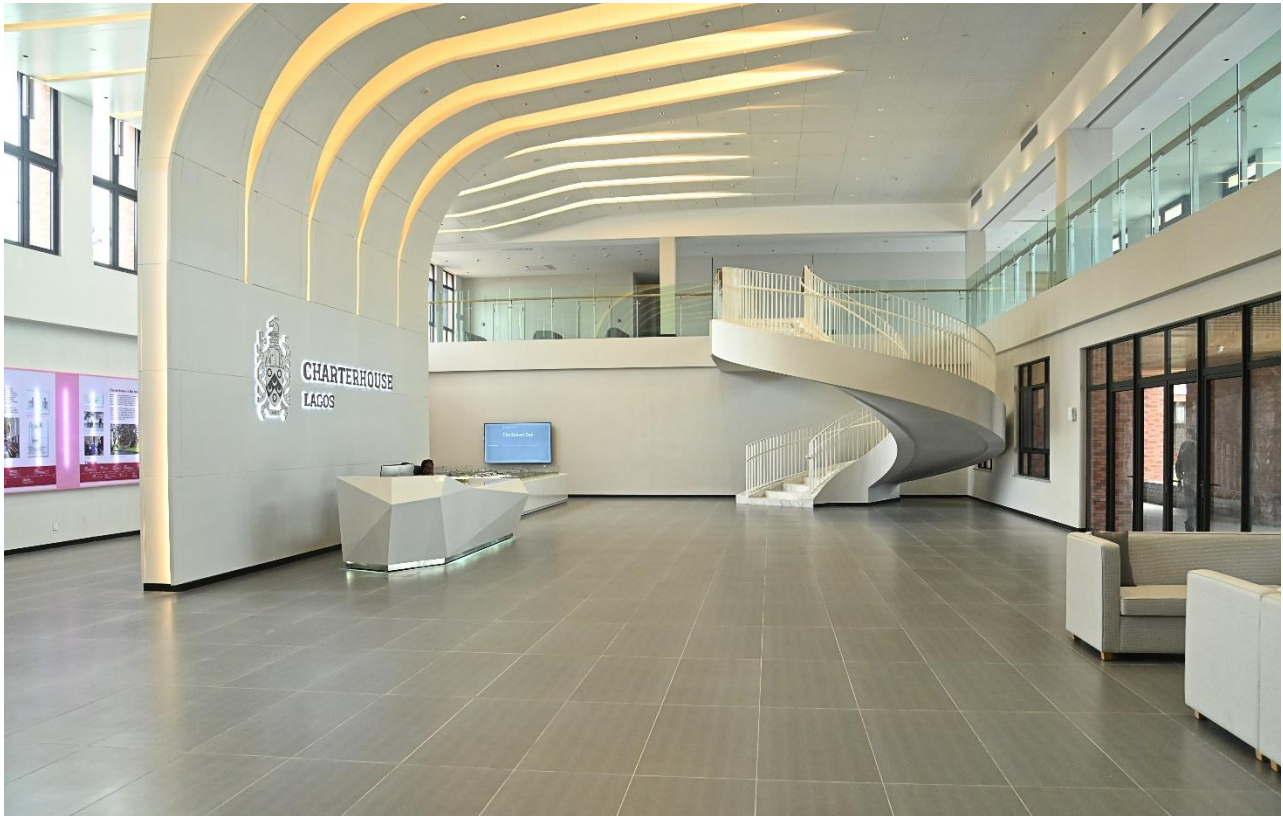
Charterhouse Lagos is committed to safeguarding and promoting the welfare of all our students and expects all applicants to share this commitment. We follow safer recruitment practices which are aligned with recommendations from the International Task Force on Child Protection. We aspire to the highest 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.





CHARTERHOUSE LAGOS

Qualifications	Essential	Desirable
Bachelor's degree in education, Business Administration, or a related field preferred	Yes	
Skills & Knowledge		
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 stakeholder.	Yes	
Proficiency in computer applications, including Microsoft Office Suite and school management software.	Yes	
Knowledge of educational policies, procedures, and regulations.		Yes
High level of integrity, discretion, and confidentiality in handling sensitive information.	Yes	
Ability to work independently and collaboratively in a dynamic environment.	Yes	
Personal Traits		
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	
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 Secondary and various departments within the school community.
iii	Manage the Head of Secondary's calendar, scheduling appointments, meetings, and school-related events.
iv	Coordinate and prioritize conflicting schedules to optimize the efficient use of time and resources.
v	Draft and prepare correspondence, reports, and presentations on behalf of the Head of Primary, ensuring accuracy and adherence to established standards.
vi	Manage incoming and outgoing communications, including emails, letters, and phone calls, with professionalism and confidentiality.
vii	Arrange and coordinate meetings, conferences, and events, including logistics such as venue booking, catering, and audiovisual requirements.
viii	Attend meetings as required, record minutes, and follow up on action items to ensure timely resolution.
ix	Assist in maintaining positive relationships with students and parents by providing support and guidance on school-related matters.
x	Coordinate parent-teacher meetings, student conferences, and other school events to foster engagement and collaboration.
xi	Assist in maintaining student records, academic transcripts, and other documentation in compliance with school policies and regulations.
xii	Support the Head of Secondary in monitoring student progress, academic performance, and disciplinary matters.
xiii	Liaise with the Admissions team to schedule meetings, assessments, maintain accurate records of prospective students and ensure a seamless transition for new students and families joining the school community.



Library



Official signing of the Charterhouse Lagos Agreement at Charterhouse UK

About our School

We opened in September 2024 and we are setting a new standard in education provision in Nigeria and West Africa. With world-class facilities and a focus on excellence, we are creating 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 offers the best educational facilities in Nigeria. 24-hour 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 include fully connected classrooms, science and STEM 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.



Stem Room

The school offers 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.

Phase 1 of our building programme opened in September 2024 and phase 2, with the secondary school facilities is approaching completion. Phase 3 will follow over the next few years. Years 1 to 6 are already established in our primary school, and we are looking forward to adding Years 7, 8 and 9 in September 2025.

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



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 August- July, in line with the academic year and leave entitlements, 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.

Accommodation

This is not provided for this role; it is advised that only those who reside around the School Campus can apply.

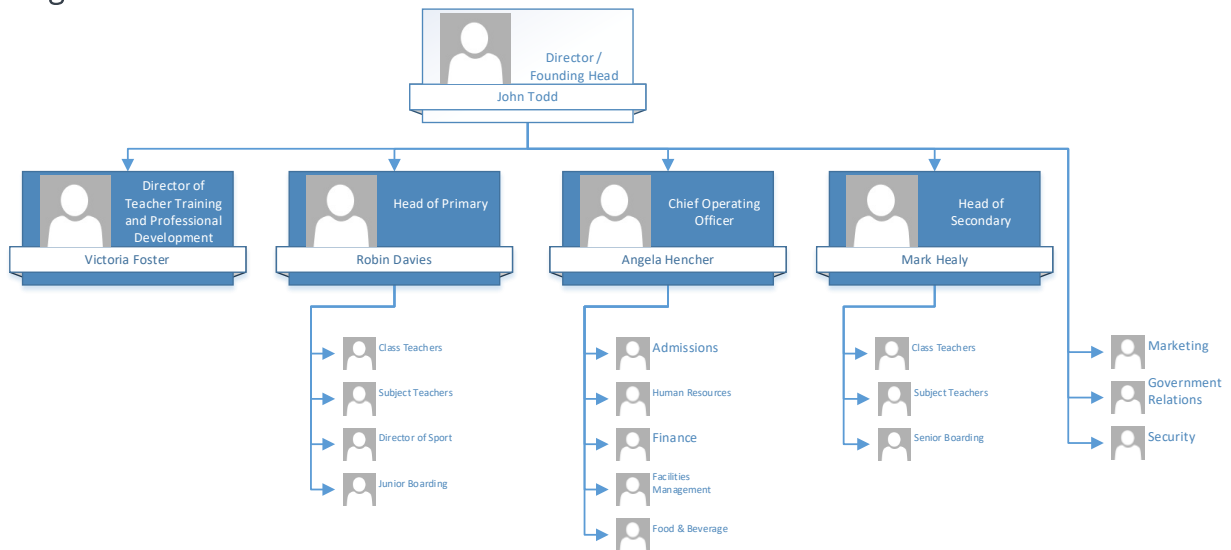
Pre-Employment Checks

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

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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.