



Role:

Personal Assistant to the Principal – Full-time (40 hours per week)

Start Date

1st March 2024

Chiswick House School and St Martins College, leading educational institutions in Malta, inspire excellence and build character. Our mission has always been to provide outstanding education and to assist in our learners' transformation to become happy and successful lifelong individuals.

Our wonderful community of 350 employees is committed to every learner's bright future and aspires to be creative learners able to confidently face new challenges in a fast-paced changing world.

Chiswick House School and St Martin's College are currently looking for a motivated, proactive and creative Personal Assistant to the Principal.

Job Purpose

The primary function of the Personal Assistant to the Principal is to manage their day-to-day appointments and to assist in managing their time efficiently and effectively. Ensuring the smooth running of the Principal's office by providing a high level of administrative support. The Personal Assistant plays a key role in representing the Principal and the schools when communicating with stakeholders and the wider community.

The responsibilities of this position encompass activities within the Principal's portfolio and are defined below, these may be modified from time to time.

Duties and Responsibilities

The main duties and responsibilities are but not limited to:

- Devising and maintaining office systems, including data management and filing
- Sourcing and ordering supplies and office equipment
- Organising and maintaining diaries and making appointments
- Arranging travel, visas and accommodation

- Organising, attending and taking minutes during meetings when required
- Ensuring the Principal is well prepared for meetings and follow up on actions required after the meetings
- Dealing with incoming email and post, often corresponding on behalf of the Principal
- Screening phone calls, emails, enquiries and requests, and handling them when appropriate
- Meeting and greeting visitors at all levels of seniority
- Liaising with clients, suppliers and other employees
- Commissioning work on the Principal's behalf
- Managing projects
- Planning, organising and managing events
- Carrying out background research and presenting findings
- Writing reports, executive summaries and newsletters
- Producing documents, briefing papers, reports and presentations.
- Creating spreadsheets, presentations and other documents

The ideal candidate should:

- Have a post-secondary education and evidence of further professional upskilling
- Have at least 3 years' experience as a Personal Assistant
- Have good knowledge of office management systems and procedures
- Have excellent time management skills and the ability to multi-task and prioritise
- Be methodical and have strong organisational and planning skills
- Be highly dependable, trustworthy and maintain confidentiality
- Have problem-solving skills and attention to detail
- Have excellent written, verbal and interpersonal communication skills
- Have the ability to multi-task
- Have the ability to work within a team
- Be able to work with minimal supervision
- Be flexible and willing to adapt to the organisation's needs and new systems
- Have working knowledge of office equipment
- Be proficient in MS Office (MS Excel, Word, PowerPoint)
- Additional qualifications and courses in the field will be considered an asset

We are accepting applications from candidates with immediate effect. Interested candidates are to send an email to recruitment@chsmc.edu.mt by no later than **Wednesday 13th December 2023**.