

## PA To The School Director

### Description

Molly Distinct Consult is looking for a Personal Assistant to The School Director to join this vibrant, happy and successful school in Satellite Town, Lagos.

### About the school

The school is a Montessori based institution, that provides qualitative and quantitative education to students. It has a wonderful, caring and creative tradition and believe that the teaching of music, drama and other creative arts play a vital role in a child's overall education. Children there have access to a wide variety of activities and interests including the chance to learn a musical instrument as part of their music lessons. Visiting practitioners include theatre groups, actors, musicians, educational practitioners and sports coaches.

The school is situated in Satellite Town, Lagos. It's easily accessible by bus or cab.

The School administrator is keen to recruiting a PA To The School Director to join them now.

### Responsibilities

- Act as a first point of contact within the school for staff, trustees, local authorities, parents and others seeking contact with the Heads of Services.
- To assist the Heads of School in organising their administrative workload.
- Liaising with the Heads of School regarding the events of the day and following up resultant actions.
- Maintain complex diary management the Heads of School, arranging appointments and meetings as appropriate and ensuring that they are adequately briefed and have all relevant papers to be discussed.
- Make necessary travel arrangements for the Heads of School.
- Assemble and prepare papers required by the Heads of School to attend meetings, prepare reports, or reply to requests for information.
- Ensure that papers are given to the Heads of School for the next day's meetings and that any instructions/directions are obtained prior to the meeting.
- Ensure the maintenance of clear and effective filing, records and other systems and to keep them updated.
- Arrange a variety of weekly meetings and when required, take accurate notes. Ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales.
- Sort and prioritise incoming post and filter telephone calls before passing them to the Heads of School and wider Senior Leadership Team, if it is deemed necessary.
- To draft correspondence and other documentation to the Heads of Schools' specification.
- Make any telephone calls as requested by the Heads of School and follow up any resultant actions
- To deal with electronic mail, both incoming and outgoing, in a secure manner.

### Hiring organization

Molly Distinct Consult

### Employment Type

Full-time

### Beginning of employment

October,2024

### Duration of employment

Full Time

### Industry

Education

### Job Location

Navy Town, 102311, Satellite Town, Lagos, Nigeria

### Working Hours

Mondays through Friday

### Base Salary

# 100,000 - # 180,000

### Date posted

June 3, 2024

### Valid through

30.10.2024

- Support the Senior Leadership Team in the organisation and detailed planning of special events, such as parent/teacher meetings.
- Organise workload and prioritise on a daily basis using own initiative and knowledge of the work with minimum supervision from the Heads of School
- Maintain a high degree of confidentiality with regard to issues concerning members of staff and pupils. Respond positively with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken.

## **Qualifications**

- Educated to degree level or equivalent.
- Experienced Personal Assistant at senior management level.
- Experience of electronic diary management.
- Exceptional interpersonal and communication skills, to enable professional interaction with a wide range of contacts, both internal and external to the institution.
- Ability to organise and plan own work.
- Excellent attention to detail, with the ability to maintain a high level of accuracy.
- A flexible, pro-active approach to work including the ability to prioritise and re-prioritise.
- Ability to work on own initiative.
- Ability to deal with sensitive information with discretion and to maintain confidentiality.
- Excellent IT skills, including a working knowledge of presentation software packages, preferably Microsoft Office Word, Excel and PowerPoint

## **Job Benefits**

**By joining this school as a PA to the School Director, they can offer you:**

- A competitive salary
- A supportive team of teachers, support staff and senior leaders
- Excellent school facilities
- Opportunities for CPD
- A hard working but welcoming working environment.

## **Contacts**

**By registering with Molly Distinct Consult, we can offer you:**

- We attract top education talent and in return offer attractive salary.
- Great referral scheme
- Full interview preparation and assistance – so you're fully prepped and confident, increasing your chances of success
- Help with lesson planning – our support doesn't stop once we've secured you a placement
- Free social and networking events to get to know your peers and consultants