



Haileybury Malta

Head's PA and Office Manager

For September (or earlier)



About Haileybury Malta

It gives me great pleasure to welcome you to Haileybury Malta. The school itself, opening to pupils in Years 3-8 in September 2023 in Villa Aspinall, Tarxien, and then in the Royal Naval Hospital in Mtarfa, from September 2024, will be offering an exceptional, rounded education to its pupils. The following years will see the school open up to pupils aged 3-18 and will offer boarding. The restoration of the former Royal Naval Hospital in Mtarfa is currently being undertaken and will be one of the most spectacular school buildings in the world once complete.

Our sister school, Haileybury UK, will support our wonderful school as we open up to different year groups in the initial phases. We will follow a wholly British Curriculum, leading to the International Baccalaureate Diploma Programme for our VIth form pupils. The IB Programme will allow both our local and international students greater flexibility in their choice of university and the country in which they wish to study. English will be the main language throughout the school, and additional support will be in place for those pupils requiring it.

As well as academic excellence, Haileybury Malta pupils will learn to manage their own wellbeing and to develop the necessary skills needed in order to lead happy and fulfilling lives. Whilst pastoral support will be an area of particular focus, pupils will also benefit from opportunities to explore their passions and talents outside of the classroom with a rich co-curricular programme on offer.

To find out more about our vision, please visit [our website](#) and watch our [introductory film](#).

Interviews are expected to take place in early August.
Applicants should be currently residing in Malta.

I hope you can sense my excitement and wish to be part of this unique adventure.

Louise Salmond Smith
Founding Head
head@haileyburymalta.com



RESPONSIBLE TO: Head

PURPOSE OF THE POST: To provide secretarial and administrative support to the Head and, where appropriate, other senior staff

KEY DUTIES: Personal Assistant responsibilities:

- ◆ Providing high quality and timely administrative support of a confidential nature.
- ◆ Ensuring that all visitors, internal and external, are welcomed in an appropriate manner
- ◆ Attending meetings as required by the Head and taking and distributing minutes as appropriate
- ◆ Liaising with the Head on behalf of staff as required
- ◆ Managing a complex diary, with confidence to make decisions without referral to the diary owner, always looking up to 12 months in advance and ensuring effective use of time
- ◆ Managing the Head's diary and appointments. This will include liaising with parents, staff, Governors and outside organisations.
- ◆ Managing incoming/outgoing correspondence to ensure that information meets the needs of the recipients. This may include writing letters, briefing reports and any other communications, maintaining the appropriate tone and style.
- ◆ Opening all post addressed to the Head, distributing it to relevant persons for action and drafting responses for the Head where appropriate.
- ◆ Dealing with all initial approaches to the Head from staff or parents and ensuring that the Head is briefed to enable an appropriate response.
- ◆ Providing a high standard of secretarial service to the Head. This will include drafting and typing letters, minutes, meeting agendas, schedules and reports.
- ◆ Assisting the Head in the preparation of the Head's report for Governor's and Management Board meetings.
- ◆ Scheduling all prospective parent visits involving the Head.
- ◆ Co-ordinating the organisation of the Head's end of term report writing, in conjunction with the Deputy Head and the Main Office to specific timescales.
- ◆ Arranging international and domestic travel including booking flights, visa administration, taxis, and accommodation
- ◆ Any other duties as may be reasonably required by the Head.

Event Management:

- ◆ Providing logistical and administrative support for the organisation of School events and functions. Working with the event lead to understand the scope of the event, managing all requirements and supporting delivery.
- ◆ Managing the Head's social diary and liaising with the Catering Manager for all social events as appropriate.
- ◆ Attending and assisting with various School functions to include Speech Day at the request of the Head.

Office Management:

- ◆ Acting as the first point of contact for internal and external stakeholders and ensure the smooth running of the office by reviewing and maintaining office systems and procedures in order to enhance, develop and implement effective delivery
- ◆ Managing the end of term and mid termly printing of reports
- ◆ Taking care of day to day operations for the Head and admin department
- ◆ Preparing and distributing the weekly school bulletins
- ◆ Providing secretarial and administrative support to other members of the Head's Senior Management Team as required
- ◆ Ensuring the school's MIS system is current and updated when appropriate for pupil and parent contact details
- ◆ Managing the Head's office and maintaining pupil files. Liaising with the Director of Human Resources in maintaining staff personnel files
- ◆ Ensuring the Head up to date and briefed on appropriate staff matters and school business

Person Specification

Criteria	
Essential Qualifications	<p>Good standard of education</p> <p>Fluent in English</p> <p>Digitally literate and proactive in learning how to use new IT packages</p>
Desired Experience, Knowledge and Understanding	<p>Must have prior experience of a busy office environment</p>
Other	<p>Excellent organisational skills and ability to prioritise throughout the working day</p> <p>Experience of taking minutes at board level</p> <p>Excellent interpersonal skills and telephone manner</p> <p>Excellent verbal and written communication skills</p> <p>Excellent IT and administrative skills</p> <p>Understanding of the need for confidentiality at all times</p> <p>Diplomacy tact, discretion and trustworthiness</p> <p>A flexible approach to hours and duties</p> <p>The desire to undertake further training as may be required in order to fulfil duties appropriately</p> <p>The ability to administer First Aid, or a willingness to be trained, will be an advantage</p>
Hours	<p>This is a full time role, 8am-5pm Monday to Friday during term time</p> <p>During the school holidays, four hours per day (flexible)</p> <p>Holiday may only be taken during the school holidays.</p>
Other	<p>Haileybury Malta is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and behave accordingly. This role will involve daily contact with students.</p> <p>This job description sets out the current duties of the post that may vary from time to without changing the general character of the post or the level of responsibility entailed.</p>