

Job Title: Personal Assistant to the Head Teacher

Name of School: Brondesbury College and Islamia Girls School

Duration: Full-time, Permanent

Start Date: January 2022

Mission Statement : To strive to provide the best education in a secure Islamic environment, through the application of the Quran and Sunnah.

Job Description: We are seeking a hard-working, intelligent and conscientious individual to support the Head Teacher in his demanding role within a high volume and fast paced environment. The Head Teacher is currently leading two schools.

You will be a responsible individual, capable of making sound decisions and maintaining a professional manner at all times. A naturally enthusiastic person, you must be self-motivated, possess strong communication, interpersonal and time management skills, an excellent team player, although able to work just as effectively alone, truly organised with impeccable attention to detail, and committed to getting the job done to the highest possible standard.

With established, proven systems already in place, you will need to be accomplished in the use of Microsoft Office Suite and have the aptitude to learn new systems.

You must maintain high standards in your own attendance and punctuality. You must promote, support and have professional regard for the school's mission statement, Islamic ethos, policies and practice of the school. You must demonstrate through your own example, the ethos and mission statement of the school

The Role:

A detailed job description is available to download from our website.

- Working shift Monday to Friday 08:00 to 16:00 (on most days)
- Working across two sites – Islamia Girls School and Brondesbury College

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Qualifications:

- Previous experience as an administrator within the education sector preferred, but not essential
- Will consider individuals with similar experience within a similarly fast-paced administrative / customer facing environment
- Educated at Degree level

All staff appointments are subject to obtaining an enhanced DBS and other similar safeguarding checks and 2 satisfactory references

Salary: £26,000 to £28,000

Closing Date:

How to Apply: If you are interested in this position, please complete the “Non Teaching Application Form” available on the school website and send **along with your CV** to:

Head Teacher - Mr A Ali: a.ali@brondesburycollege.co.uk



www.brondesburycollege.co.uk

www.islamiaschools.com