HARROW
INTERNATIONAL SCHOOL
BANGKOK

Operating in close association with Harrow School, London, the Harrow family of schools in Asia have similar ethos and high standards. Set on a spacious, garden site in one of the world's most diverse and dynamic cities, we are Harrow's original school in Asia and are thriving, with a roll of almost 1,600 (20% of the Upper School are boarders) progressive approaches to learning, a strong commitment to service and outstanding academic results.

PA TO HEAD MASTER

The school is looking for an experienced and high quality PA to the Head Master to provide personal administrative support in all aspects of the Head Master's working life and act as a key representative of the Head Master. The successful applicant takes on all relevant general, clerical, reception and project-based work whilst projecting a professional, efficient and personable image in all face to face, phone and electronic communication and in addition, offer support to the Second Master in related duties.

- Perform a variety of administrative support tasks
- Plan all domestic and foreign travel arrangements for the Head Master
- Focus on general secretarial and clerical duties and any other assistance as required by the Head Master
- Prepare agendas and collect materials for meetings, speeches and conferences, maintain records of proceedings, and prepare presentations as necessary
- Work closely with the Executive Leadership Team, keep all members updated consistently with accurate information
- Support whole School events and special projects as assigned by the Head Master
- Liaise with the Harrow International Management Services, (HIMS) Office to arrange the Bangkok Board of Governors' meetings
- Co-ordinate overseas Governors' visits and appointments and communicate with the Board of Governors as required
- Assist with the administration of specific tasks and operational support for the Second Master
- Coordinate, plan and organise special visits and events as occur throughout the year

Other Duties :

As detailed in full job description

Requirements

- Minimum of degree level education
- Excellent ICT skills
- Fluent English and Thai speaker and excellent abilities in written English (TOEIC score above 850)
- Provide acceptable and up to date police checks (or equivalent) from the country of origin and from all other countries in which the applicant has worked
- Provide appropriate references from current and previous employer, corroborated by personal phone calls made to each referee

Please submit your CV and intention to apply to Harrow Bangkok at **hr.recruitment@harrowschool.ac.th**

Applicants will be required to write a supporting statement using NO MORE THAN 1,000 words outlining how you meet the Job Description (the JD will be made available to the applicant only, please requests by email)

Harrow International School recruitment and selection procedures reflect our commitment to the safety and protection of children. Candidates will be expected to comply with our school child protection and safeguarding policy.