



**Nancy Reuben Primary School**  
48 Finchley lane  
Hendon  
NW4 1DJ  
Tel: 020 8202 5646

## **Executive Assistant**

**Required for September 2019**  
**Full Time**

Salary Commensurate with experience

**Nancy Reuben Primary School** is seeking a Full Time **Executive Assistant**. You will fulfil a number of key executive functions as PA to the Head Teacher and other members of the Leadership Team, as well as for and on behalf of the Governing Body. The role will support the Leadership team to enable them to undertake their functions effectively and efficiently as well as having line management responsibility for our School Secretary. The role will have responsibility for managing our admissions process, managing the cycle of Governing Body and Committee meetings, and assisting our Governors with fundraising.

We would like to hear from you if you have:

- Previous experience working at an Executive Support level including board / committee / governor meetings
- Previous experience with fundraising
- Knowledge of school admissions processes
- Line management experience
- Strong organisational skills and the ability to prioritise and multi task
- The ability to work with minimal supervision
- Excellent time management
- The ability to deal with interruptions that working in a busy environment will present
- A practical approach to problem-solving with up to date knowledge of GDPR legislation and advance knowledge of MS Office applications.
- Excellent communication and presentation skills

In return, we can offer:

- A warm and supportive culture where all staff thrive
- A positive and innovative working environment
- A strong commitment to supporting professional development

Visits to the school are warmly welcomed and encouraged before the end of term on 16 April or between 30 April and 2 May 2019

**Closing date for applications: Monday 6 May 2019**

**Application Form, Job Description and Person Spec available from our website: [www.nrps.co.uk/our-team/recruitment](http://www.nrps.co.uk/our-team/recruitment) or by emailing [recruitment@nrps.co.uk](mailto:recruitment@nrps.co.uk)**

Established twenty years ago, Nancy Reuben Primary School is a popular, high achieving Independent Orthodox Jewish School for boys and girls aged 2-11 located in the heart of Hendon.

*Nancy Reuben Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You will be required to undertake a DBS check along with other relevant pre-employment checks including satisfactory references.*