



## **Executive Secretary to the Headmaster**

Reports to: Headmaster with some functional reporting responsibility to School Director

Time of Duty: Monday to Friday 7.30 am to 4.30 pm. Weekend work may be required occasionally

Minimum Qualifications:

- Bachelor's or Master's degree
- At least 2 years work experience in service industry
- Knowledge of computer systems
- Strong service orientation and organization skills
- Very good command of English
- Strong interpersonal skills

Major Responsibilities:

1. Personal Assistant to the Headmaster
  - To manage the Headmaster's calendar and publish it for the Headmaster every morning.
  - To make appointments with staff and parents on the Headmaster's behalf and add to his calendar.
  - To act as the first point of contact for all people wishing to see Headmaster.
  - To manage the Headmaster's travel needs, such as drivers, transportation and airplane tickets, where required.
  - To act as 'filter' in the above role.
  - To perform various administrative tasks for the Headmaster – for example the printing and translation of letters, taking minutes, photocopying etc.
  - Assist in preparing professional presentation materials, translation of documents from English to Thai or vice-versa.
  - To act translator when needs for meeting with parents.
  - To ensure the Headmaster has privacy and visitors do not come to his/her office unannounced.
  - Follow up weekly letter from the Headmaster (every Monday), translate to Thai, present in a standard format, publish on the school web site and email to all parents.
  - To assist the Headmaster with the recruitment process of teachers, such as requesting references and follow ups, under the direction of the Headmaster.
  - Assist Headmaster as assigned.

## 2. Catering

- Manage catering function in School and outside contractors if any.
- Carry out spot checks on catering.
- Approve all catering invoices for payment in accordance with contract or purchase orders.
- Deal with any complaints or matters associated with the administration of the Catering.

## 3. Others

- Process for school credit card payment
- Responsible for [jobs@bromsgrove.ac.th](mailto:jobs@bromsgrove.ac.th) and forward relevant application to relevant staff for teaching post.
- Proof reading school correspondences and materials.
- Acting as main contact point with International School Association Thailand.
- Organizing Thai Language and Culture training course for teachers as required by the Ministry of Education.
- Responsible for processing required documents for teachers with Thai Teacher Council
- Participate in School exhibitions, events within and outside the school as required.
- Others as assigned

### Required Competencies:

- *Customer and Market Focus*  
Ability to diagnose and anticipate parents and students needs and expectations and to quickly respond to them
- *Analytical Thinking and Problem Solving*  
Ability to identify problems, determine how to solve problem, evaluate alternatives, assess risk, and make timely decisions.
- *Office Equipment Expertise*  
Ability to use office equipment to perform tasks; skill at teaching others how to use equipment; skill in a variety of office techniques (e.g., typing, data entry)
- *Communication*  
Ability to clearly convey ideas orally and in writing, and to listen to and understand what others are saying. Ability to provide feedback and follow up where necessary.
- *Business Writing Skills*  
Ability to compose business letters; respond to inquiries in writing; skill in use of appropriate business terms to achieve desired results.
- *Computer and Software Proficiency*  
Ability to use relevant software; computer literate; ability to integrate various software to meet office needs
- *Scheduling and Coordinating*  
Knowledge of others' plans and schedules; skill in coordinating functions and ensuring desired results; ability to prioritize and make decisions; ability to do multiple tasks and support several people at once.