

BHS welcomes applications for the position of Executive Assistant to the Head of School. The ideal candidate will be experienced in handling a wide range of administrative and executive support related tasks and will be able to work independently with little or no supervision. The successful candidate must be exceedingly well organized, flexible and enjoy the administrative challenges of supporting a Head of School.

The ability to interact with staff (at all levels) in a fast paced environment, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role. Excellent written and verbal communication skills, strong decision making ability and attention to detail are equally important.

#### Requirements of the post:

- 5 years or more experience supporting at the executive level;
- Strong knowledge of and experience with Microsoft Office Suite of products, including Word, Excel, and PowerPoint, as well as, a strong familiarity with databases;
- Shorthand, dictation and transcription skills;
- Bachelor's degree.

Duties may include the following and may be amended according to the needs of the Head of School:

- Administration support to the Head of School;
- Welcoming the Head of School's visitors;
- Scheduling the Head of School's appointments;
- Organizing meetings and events as required;
- Liaising with outside agencies on the Head of School's behalf;
- Assisting the Head of School with Human Resource Management and staff recruitment;
- Processing annual contracts for all staff;
- Assisting with preparing documentation for the Bermuda Educator's Council and the Department of Immigration;
- Analysing data, producing reports, plans and presentations as drafted by the Head of School;
- Maintaining staff personnel files and confidential records.

#### Trustee Business:

- Liaising on the Head of School's behalf with the Trustees and the Board Committee Chairs;
- Producing, filing and disseminating documents for Trustee and Board Committee meetings prepared by the Head of School or the Committee Chair;
- Minuting monthly Board meetings and monthly Board Committee meetings.

Applicants are asked to provide the following information: Title of the Post, full name, date of birth, national status, full details of secondary and higher education with dates, full qualifications with dates, details of work experience and also the names, addresses and telephone numbers/e-mail addresses of **three** persons willing to provide confidential professional references.

Applications should be sent to:

Mrs. Linda Parker, B.A., B.Ed., M.Ed.  
Head of School  
The Bermuda High School for Girls  
19 Richmond Road  
Pembroke HM 08  
Bermuda

Or by e-mail to: [bus.mgr@bhs.bm](mailto:bus.mgr@bhs.bm)

Closing date for applications: September 6, 2011

*The Bermuda High School for Girls is committed to educating its students to the highest international standards and to fostering confident, responsible global citizens.*