



ST. CATHERINE'S BRITISH SCHOOL
ATHENS, GREECE.

Seeks for 1st September 2016 (or earlier if possible)

HEADMASTER'S PERSONAL ASSISTANT

The successful candidate will join an outstanding and vibrant team in coordinating the strategic and day-to-day business of the Headmaster's office. The role is wide ranging with duties including frequent communication with parents, students, staff and the wider school community as well as preparing a variety of documentation. Therefore, the successful candidate will possess excellent interpersonal and communication skills as well as a high degree of competency in ICT. They will also be fluent in both spoken and written English and Greek.

St. Catherine's is a leading independent British international school that teaches 1150 pupils from 3 to 18 years of age. The school is a member of HMC, COBIS and is an IBO world school. It teaches the EYFS curriculum and the National Curriculum for England and Wales, as well as IGCSE and the International Baccalaureate Diploma Programme.

Please complete the St Catherine's application form along with you supporting letter and send to janet.theoharakis@stcatherines.gr. Further information regarding the school and details of the application procedure can be obtained from the school's website <http://www.stcatherines.gr/opportunities>

St Catherine's School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including a local Police check and checks with past employers. (British Nationals will be required to submit a Disclosure and Barring Service (DBS) criminal record check). Please include the names and contact details of three referees.

St Catherine's is a Registered Charity No. 313909.

Closing date for applications is Monday 1st August 2016
Interviews will be scheduled for the week beginning Monday 22 August 2016

This is a re-advertisement – previous applicants need not re-apply