

Merchant Taylors' Prep
For boys 3-13 years

Moor Farm
Sandy Lodge Road
Rickmansworth
Herts WD3 1LW

01923 825648
recruitment@mtpn.org.uk
www.mtpn.org.uk

5 minutes' walk from
Moor Park Tube
station



MERCHANT TAYLORS'
Prep
Head's PA/HR Assistant

For September 2024

Salary range - £28,000-£32,000 (actual salary)

A Personal Assistant for the Head is required for September 2024. The role involves providing confidential secretarial support to the Head as well as being central to the administrative running of the School. The Head's Personal Assistant is responsible for acting as the first line of contact for the Head, his diary management, the maintenance of whole school administrative and compliance systems, organising the recruitment and induction processes for new staff, and for general secretarial and administrative duties.

The successful candidate will be warm and personable, and should have excellent all round administrative skills, including attention to detail and forward planning. Being able to manage many different tasks while retaining complete confidentiality and discretion is essential. Candidates must have strong IT skills and be confident to work in an increasingly digital office environment.

Hours of work will be 8.30am to 5.30pm during term time plus 20 days per year during the school holidays 9.00-3.00pm (dates to be agreed each academic year).

For further details and an application form, please visit our website www.mtpn.org.uk/contact-us/staff-vacancies

Please email completed applications to recruitment@mtpn.org.uk (for the attention of Dr. K. McNerney, current Head). Closing date for completed application forms only: **9am on Sunday 12th May**. Interviews to be held Wednesday 22nd May.

Suitable candidates may be interviewed before the closing date and Merchant Taylors' Prep School reserves the rights to withdraw the position if an early appointment is made. Applicants are therefore encouraged to apply early.

All applicants will be considered on the basis of suitability regardless of sex, gender, age, race, marital status or disability.

Merchant Taylors' School is an equal opportunities employer and committed to safeguarding and promoting the welfare of children. As this role will bring you into contact with children you are expected to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).