



## KIRKHAM GRAMMAR SCHOOL

# Personal Assistant to the Directors

Hindi Speaking | Full-Time | Permanent Contract

### The Role

An exciting opportunity has arisen for a highly organised, discreet, and proactive Personal Assistant to provide comprehensive support to the Director.

The successful candidate will manage a varied and demanding workload, ensuring that the Director's time, correspondence, meetings, travel, and priorities are coordinated effectively. They will act as a trusted point of contact for colleagues, parents, visitors, professional advisers, and external organisations, exercising sound judgement and maintaining strict confidentiality.

Fluency in spoken and written Hindi and English is essential because the role includes regular communication with Hindi-speaking contacts and the accurate interpretation of routine written and verbal information. The role requires excellent communication skills, attention to detail, professionalism, cultural awareness, and the ability to anticipate needs and respond calmly to changing priorities.

### Key Responsibilities

#### **Executive & Administrative Support**

- Provide efficient, confidential, and proactive personal assistance to the Director.
- Manage the Director's diary, appointments, deadlines, reminders, and competing priorities.
- Screen and respond appropriately to telephone calls, emails, correspondence, and enquiries.
- Prepare letters, reports, presentations, briefing notes, agendas, and other documents to a high standard.
- Maintain accurate electronic and paper records, ensuring information is easy to retrieve and handled securely.
- Monitor actions and deadlines, following up with colleagues and external contacts as required.
- Undertake research and gather information to support the Director's meetings, decisions, and projects.
- Process expenses, invoices, purchase requests, and other administrative documentation accurately and promptly.

### **Diary, Meetings & Travel**

- Coordinate a complex diary and schedule meetings with internal and external participants.
- Arrange meeting rooms, technology, refreshments, papers, and other practical requirements.
- Prepare agendas and meeting packs, attend meetings where required, take accurate minutes, and track agreed actions.
- Organise travel, accommodation, itineraries, visas, transport, and related arrangements where required.
- Anticipate potential diary conflicts and resolve them using sound judgement and knowledge of the Director's priorities.
- Support the planning and delivery of visits, events, receptions, and other engagements involving the Director.

### **Hindi & English Communication**

- Communicate confidently and professionally in both Hindi and English, verbally and in writing.
- Act as a key point of contact for Hindi-speaking individuals and organisations.
- Interpret routine conversations and meetings between Hindi and English accurately, sensitively, and impartially.
- Translate routine correspondence, messages, schedules, and administrative documents between Hindi and English when required.
- Ensure that meaning, tone, confidentiality, and cultural context are maintained in bilingual communications.
- Recognise when specialist or certified translation or interpreting support is required and arrange this appropriately.

### **Communication & Stakeholder Liaison**

- Build positive and professional relationships with colleagues, parents, visitors, advisers, suppliers, and external partners.
- Represent the Director's office professionally and ensure enquiries are handled promptly and courteously.
- Draft communications on behalf of the Director and ensure sensitive messages are accurate and appropriately presented.
- Liaise across departments to gather information, coordinate activity, and support effective communication.
- Use discretion when managing confidential, sensitive, or commercially important information.
- Welcome visitors and make appropriate arrangements for meetings and hospitality.

### **Projects, Events & General Duties**

- Provide administrative coordination for projects led or sponsored by the Director.
- Maintain project plans, action logs, contact lists, and supporting documentation as required.
- Assist with the organisation of school events, meetings, visits, and special occasions.
- Identify opportunities to improve administrative processes, communication, and record keeping.
- Work collaboratively with administrative colleagues and provide cover or support when reasonably required.

- Undertake other duties consistent with the nature and level of the role, as directed by the Director.

### **Confidentiality, Data Protection & Safeguarding**

- Maintain the highest standards of confidentiality and professional integrity at all times.
- Handle personal and sensitive information in accordance with school policies and data protection requirements.
- Promote and safeguard the welfare of pupils in accordance with school policies and procedures.
- Report safeguarding concerns promptly through the appropriate school procedures.
- Maintain appropriate professional boundaries and contribute to a safe, respectful, and inclusive environment.

### **Reports to**

Director

### **Person Specification**

#### **Essential**

- Fluency in spoken and written Hindi and English, with the ability to communicate accurately and confidently in both languages.
- Substantial experience in a personal assistant, executive assistant, senior administrative, or comparable support role.
- Excellent organisational skills and the ability to manage a complex workload, competing priorities, and tight deadlines.
- Excellent written communication, proofreading, minute-taking, and document preparation skills.
- Strong interpersonal skills and the ability to communicate professionally with people at all levels.
- High levels of discretion, integrity, judgement, and respect for confidentiality.
- Strong digital skills, including confident use of Microsoft Office, email, calendars, online meeting platforms, and document management systems.
- Accuracy, attention to detail, and a methodical approach to record keeping and follow-up.
- Ability to work independently, anticipate needs, solve problems, and remain calm under pressure.
- Cultural awareness and the ability to support communication sensitively across different contexts.
- Commitment to safeguarding, inclusion, and the values and ethos of the school.

#### **Desirable**

- Experience of supporting a Director, senior leader, executive, or governing body.
- Experience within a school, educational, professional services, or similarly regulated environment.
- Experience of interpreting or translating routine professional communications between Hindi and English.
- A recognised qualification in business administration, secretarial practice, translation, interpreting, or a related area.

- Experience of coordinating complex travel, events, projects, or high-level meetings.
- Knowledge of data protection, records management, and safeguarding responsibilities.

### **Personal Attributes**

- Professional, dependable, and discreet.
- Proactive, resourceful, and solutions focused.
- Calm, adaptable, and able to respond positively to changing priorities.
- Warm, courteous, and confident when dealing with others.
- Collaborative and willing to contribute to the wider life of the school.
- Committed to delivering consistently high standards of service and support.

### **Further Information**

Hours of Work: Full time, as required to fulfil the responsibilities of the role.

A flexible approach is required, including occasional attendance at meetings, events, or engagements outside normal working hours and travel where necessary.

When the director is not in-residence occasional work will be given to support schools needs at varying times of the year.

Salary:

Commensurate with experience and qualifications.

All employees at Kirkham Grammar School are expected to:

- Embody and promote the school's values and ethos.
- Make effective use of technology in carrying out their responsibilities.
- Commit to ongoing professional learning and reflection.
- Prioritise pupil wellbeing, inclusion, and safeguarding in all aspects of school life.
- Make a positive contribution to the wider life and community of the school.

**Closing date for applications: 30 September 2026**

**Proposed interview date: October 2026**

### **Applications**

By application form and supporting letter to:

Mrs A Roberts

HR Manager

Kirkham Grammar School

Ribby Road, Kirkham, PR4 2BH

Email: a.roberts@kirkhamgrammar.co.uk

The post is subject to completion of the school's application form, two satisfactory references, DBS clearance and verification of qualifications.

**Kirkham Grammar is committed to safeguarding and promoting the welfare of children and young people.**

Kirkham Grammar School reserves the right to close this vacancy early should we receive a sufficient number of suitable applications. Early applications are therefore encouraged.

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