



EXECUTIVE ASSISTANT TO THE BURSAR December 2023

We seek to appoint a dynamic, efficient and proactive Executive Assistant. Outstanding communication skills, attention to detail, strong interpersonal, secretarial, grammar, organisational skills and computer proficiency are vital. The post holder will also act as Assistant Clerk to the Governors supporting the Bursar in his role as Clerk and must be able to handle sensitive and confidential information with utmost discretion and professionalism. Previous experience within an education setting is not essential however you must have a proven track record of providing a first class PA service at executive level. The role calls for a flexible approach and someone who is adaptable with the ability to deal with both a reactive and proactive workload.

This is a full-time role (40 hours per week excluding lunch) Monday – Friday, 52 weeks of the year.

Tudor Hall is a girls' boarding school with a strong sense of community. The post will suit a professional, organised person who enjoys being part of a close-knit team.

Full details of the post can be obtained from the School website (<http://www.tudorhallschool.com/about-us/vacancies>) or by emailing recruitment@tudorhallschool.com.

**The closing date for applications is 10:00 Monday 18th December, 2023.
Interviews will take place in the same week or week commencing 2nd January 2024.**

All staff share responsibility for safeguarding and promoting the welfare of the children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and enhanced disclosure through the Disclosure and Barring Service.

Tudor Hall is committed to providing a mutually respectful, safe and happy environment, where everyone can thrive and meet their full potential and where diversity is celebrated.

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