



## Executive Assistant to Head of Prep School Job Description

<b>Position Title:</b>	Prep School Executive Assistant
<b>Reports To:</b>	Head of Prep School
<b>Location:</b>	Durham International School Kenya

### Role Purpose

The Prep School Executive Assistant plays a pivotal role in the smooth operation of the Prep School. Providing high-quality administrative, organisational and executive support to the Head of Prep School and Prep School Leadership Team, the postholder helps to ensure the efficient day-to-day running of the department.

As a key point of contact for pupils, parents, staff and visitors, the Prep School Executive Assistant contributes significantly to creating a warm, welcoming and professional environment. The postholder serves as an ambassador for Durham International School Kenya, reflecting the school's values and commitment to excellence in every interaction.

The role includes responsibility for supporting pupil administration and transitions, coordinating communications, facilitating governance processes, supporting key school operations and contributing to an exceptional experience for pupils, parents and staff.

The successful candidate will embody Durham's values of Moral Integrity, Ambition, Responsibility and Kindness in all aspects of their work.

### Key Responsibilities

#### 1. Parent, Pupil and Visitor Experience

- Serve as the first point of contact for Prep School parents, pupils, visitors and external stakeholders.
- Provide a warm, welcoming and professional experience that reflects the ethos and values of Durham International School Kenya.
- Build positive relationships with families and support effective home-school communication.
- Respond promptly and professionally to enquiries, resolving issues where appropriate and directing matters to the relevant member of staff.
- Welcome visitors to the Prep School and ensure all safeguarding and visitor procedures are followed.
- Support new families as they transition into the Durham Kenya community.
- Maintain a calm, reassuring and solution-focused approach when dealing with enquiries, concerns or unexpected situations.

## **2. Executive Support to the Head of Prep School**

- Manage the Head of Prep School's diary, appointments and meeting schedule.
- Coordinate meetings, appointments and events on behalf of the Head of Prep School.
- Prepare correspondence, reports, presentations and other documentation as required.
- Support the organisation of leadership meetings, including the preparation of agendas and documentation.
- Proactively manage competing priorities and support the efficient operation of the Head of Prep School office.
- Maintain confidential records and correspondence with the highest levels of professionalism and discretion.

## **3. Student Administration and Records**

- Maintain accurate pupil records and ensure information is updated in a timely manner.
- Monitor and maintain attendance records and follow up pupil absences and late arrivals in accordance with school procedures.
- Support pupil onboarding and transition processes in collaboration with the Admissions Team and relevant staff.
- Assist with administrative processes relating to pupils joining or leaving the school.
- Support the maintenance of pupil databases and management information systems.

## **4. School Communications**

- Assist with the preparation and distribution of newsletters, letters, reports and other communications to parents and the wider school community.
- Manage and update school communication platforms and management information systems, including ISOCS, iSAMS and Google Workspace, ensuring information is accurate, timely and professionally presented.
- Coordinate incoming and outgoing correspondence on behalf of the Prep School.
- Support the Head of Prep School and Prep School Leadership Team in maintaining effective communication with pupils, parents, staff and external stakeholders.

## **5. Administrative Support for School Operations**

- Provide high-quality administrative and organisational support to the Prep School Leadership Team.
- Assist with the organisation and administration of Prep School events, performances, assemblies and parent engagement activities.
- Support the administration and communication of the Co-Curricular Activities (CCA) programme, including liaising with activity providers, managing registrations and maintaining accurate records.

- Liaise with the Admissions Team to support the smooth transition of new pupils and families into the Prep School.
- Provide administrative support for governance meetings and committees, including the preparation and distribution of meeting documentation as directed by the Head of Prep School.
- Maintain filing systems and ensure records are maintained accurately and securely.
- Maintain office supplies and resources to support the effective operation of the Prep School office.

## **6. Safeguarding, Compliance and Confidentiality**

- Maintain strict confidentiality regarding pupils, families, staff and school matters.
- Adhere to all school safeguarding, child protection, health and safety and data protection procedures.
- Ensure visitor management systems and security procedures are followed consistently.
- Report safeguarding concerns promptly and appropriately in line with school policy.
- Support emergency procedures and critical incident protocols as required.

## **Qualifications and Experience**

### **Essential Criteria**

- Diploma or Degree in Business Administration, Office Administration, Secretarial Studies or a related field.
- Minimum of three years' relevant experience in an administrative, executive assistant, customer service or school office role.
- Excellent organisational and time-management skills.
- Strong proficiency in Microsoft Office Suite and digital management systems.
- Experience using online communication platforms and databases to manage information and communicate effectively with stakeholders.
- Excellent verbal and written communication skills.
- Ability to prioritise workload, manage multiple tasks and work effectively under pressure.

### **Desirable Criteria**

- Previous experience working within an educational environment.
- Experience of using school management information systems and communication platforms such as iSAMS, ISOCS, Google Workspace or equivalent systems.
- Understanding of safeguarding practices within a school setting.

# Personal Attributes

## The successful candidate will demonstrate:

- An exceptionally warm, approachable and welcoming manner.
- A genuine commitment to providing outstanding service to pupils, parents and staff.
- Excellent interpersonal and relationship-building skills.
- The confidence and professionalism to act as an ambassador for Durham International School Kenya.
- Excellent communication skills, with the ability to engage positively with a wide range of stakeholders.
- Tact, diplomacy and sound judgement when handling sensitive situations.
- High levels of discretion, integrity and professionalism.
- A proactive, flexible and solution-focused approach.
- Strong organisational skills and attention to detail.
- The ability to remain calm and composed in a busy school environment.
- The ability to work independently, anticipate needs and take initiative when appropriate.
- A commitment to Durham's values of Moral Integrity, Ambition, Responsibility and Kindness.

## How to Apply

Interested applicants are invited to send an application by email to [hr@durhamkenya.com](mailto:hr@durhamkenya.com) by 2<sup>nd</sup> July 2026. No applications will be accepted after the closing Date.

Applications should include all the information listed below:

- A letter of application addressed to The HR Manager, of no more than one side of A4, explaining why you would like this role and the skills and experiences you can bring to it.
- A fully completed Durham International School Non-Teaching Application Form – [Click here](#)
- The names and accurate addresses, email addresses and telephone numbers of three referees, two of whom must be your recent and current employer, to be completed in full in the Application Form.
- Please be advised that an incomplete application form or an application that does not provide a Covering Letter and Durham Application Form as stipulated, will unfortunately not be considered. Applications will be reviewed as they are received.

## Confidentiality

References will only be requested at short-list stage and we will let you know before we approach referees.

## **Start date**

Candidates should be available to start 24<sup>th</sup> August, 2026.

## **Safeguarding and Child Protection**

Durham International School is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo the appropriate pre-employment checks relevant to the role.

Applicants will be expected to show evidence of their most up to date child protection screening details including a police clearance certificate from each country they have worked in and the Disclosure and Barring Service (DBS) record where relevant.

Reference Checks will also be made with past employers.

Prior to taking up appointment, we will then request a declaration about medical fitness, and proof of qualifications from the successful candidate.

Under the guidance set by KCSIE 2025 Durham International School will conduct an online search for all shortlisted candidates.