



FALCON COLLEGE

Esigodini, Zimbabwe

VACANCY: EXECUTIVE ASSISTANT TO THE HEADMASTER

Commencement Date: January 2027

Falcon College, one of Zimbabwe's leading independent boarding schools, invites applications from suitably qualified, highly organised and enthusiastic candidates for the position of Executive Assistant to the Headmaster.

Key Responsibilities

- Provide confidential executive and administrative support to the Headmaster and Senior Management Team.
- Manage calendars, appointments, correspondence, telephone calls and meeting arrangements.
- Draft and proofread professional correspondence, reports, notices and official communications.
- Prepare meeting agendas, take minutes and maintain accurate records.
- Coordinate major College events, including Speech Day, dinners and official functions.
- Manage guest lists, invitations, RSVPs, catering arrangements and event logistics.
- Coordinate student leadership administration
- Liaise professionally with parents, staff, Board members, sponsors and visiting dignitaries.
- Arrange travel, accommodation and itineraries for visiting groups and official College engagements.

Requirements

- At least 3–5 years' relevant executive secretarial or administrative experience. Experience in an educational environment will be an advantage.
- Excellent written and spoken English, with strong drafting, proofreading and minute-taking skills.
- Advanced proficiency in Microsoft Office and Google Workspace.
- Strong organisational skills, exceptional attention to detail and the ability to prioritise competing deadlines.
- A high degree of professionalism, discretion, confidentiality and integrity.





- The ability to work independently, remain calm under pressure and interact confidently with a wide range of stakeholders.

How to Apply

Interested candidates should submit the following documents:

- A comprehensive Curriculum Vitae.
- A covering letter of no more than one page outlining their suitability for the position.
- The names and contact details of two professional referees.

Applications should be emailed to:

The Headmaster, Mr David Kirkman

Email: vacancy@falconcollege.com

Closing Date: 23 October 2027

Falcon College reserves the right not to make an appointment. Only shortlisted candidates will be contacted.

