**Job Description**

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| **Job Title:** | **Executive Assistant to the Head** |
| **Job Purpose:** | To support the smooth and efficient running of the Head’s Office, working closely with other members of SLT, other Senior and Middle Leaders and the whole school administration team.  To work closely with the Head to provide the highest level of administrative support: running the Head’s office, co-ordinating and managing the Head’s diary, dealing with all routine communications and receiving visitors on behalf of the Head. Ensuring full preparedness for, and follow-up from all meetings, events, conferences and other engagements including travel, hospitality and expenses.  Exercising sound professional judgement, the Head’s EA will anticipate and solve problems, taking the initiative to reduce the Head’s involvement in routine matters wherever possible, providing a comprehensive administrative service to the Head so he can undertake his role with maximum effectiveness.    The Head’s EA will have a comprehensive understanding of the needs of the Head and the ethos of the school.  To act as Clerk to the School Governing Board, to produce, collate and distribute agendas and papers for meetings, to minute SGB meetings and distribute minutes. To liaise with the Governance Co-ordinator at the GDST. To work with the Head and the Chairman of Governors and other members of the SGB as required.  To ensure school policies and documentations are maintained in accordance with ISI and other requirements and to have a leading role in preparing for key audits and inspections.  To be an excellent Ambassador for the School. |
| **Accountable to:** | The Head |
| **Accountable for:** | No line management responsibility |

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| **Key Responsibilities:** | 1. **Support to the Head, SLT and the School** 2. Overseeing diary management for the Head and supporting other members of SLT when required 3. Working closely with other members of SLT, the EA to the Chief Executive and Heads’ PA’s across the Trust to coordinate diaries on projects and events which have the Head’s input 4. Deal proactively with incoming and outgoing correspondence to and from the Head’s office, including drafting letters and emails, in order to ensure that an appropriate and timely response is made to all communications. 5. Working with the DFO and Finance Manager to oversee budget management, including processing invoices, POs, payment runs and expenses that require the Head’s approval 6. Working with the HR Coordinator to manage the Head’s input on all manner of HR processes 7. Ensuring all meetings run smoothly, including helping to arrange travel and hospitality 8. Ensuring the Head’s engagements are accurately reflected in the school calendar and calendars on other external portals, including ISI 9. Minute taking at key meetings including SLT meetings, SGB meetings, Staff Consultative Committee Meetings, SWIRE Steering Group and Board Meetings, and other *ad hoc* meetings, as necessary 10. Support the Head with proof-reading of key school documents, letters, bulletins and other publications 11. Providing administrative support to other SLT members and senior and middle leaders, when appropriate 12. As part of the broader administrative team, work alongside the Data and Office Manager, where appropriate, to contribute to the smooth running of the school. This includes providing cover for colleagues as required, and providing general administrative assistance as necessary 13. Managing and supporting school projects and events, as appropriate 14. **Relationship management** 15. Acting as a key conduit and point of contact for parents and staff to arrange and manage access to the Head 16. Receive the Head’s visitors, incoming telephone calls, other messages and, if required, e-mails, responding on behalf of the Head to routine enquiries, passing on messages to appropriate members of staff, and ensuring that all callers receive an appropriate response within required timescales; ensure that confidential and sensitive issues are dealt with in an appropriate manner. 17. Working with the Chair of SGB and other school governors to keep them informed of school events and activities requiring their support and involvement 18. Acting as a key conduit and point of contact for schools within the GDST, local partner schools and other local Independent Schools, including building strong relationships with Heads’ PAs 19. Responding to complaints/requests on behalf of the Head, where appropriate, and/or working with GDST colleagues to ensure complaints are responded to in a timely fashion and taking overall responsibility for maintenance of the school’s Complaints Register 20. **Documentation Compliance** 21. Ensure statutory and regulatory policies are in place, are up-to-date at all times and are compliant 22. Maintain a register of all school policies, including reviewing timescales, accountabilities and evidence log confirming changes are put into practice 23. Ensure processes are in place for the review of all policies by relevant staff on an annual or as required basis 24. Assist with the redrafting and amendment of policies and procedures prior to approval 25. Ensure relevant policies and procedures are published internally, on staff and parent portals, school website and ISI portal as required. Maintain the compliance information pages on staff and ISI portals 26. Regularly check the compliance information on the school website 27. Ensure whole school risk register is reviewed and up to date, helping to identify areas of risk and supporting the mitigation action plan 28. Ensure regular review of the school’s Major Incident Response Policy and Plan (MIRPP); be a member of the MIRPP Management Team 29. Ensuring knowledge of compliance requirements is kept up-to-date, attending relevant training events, both virtually and in person, and as agreed with the SLT 30. Keeping SLT and other relevant staff informed of any changes to statutory and regulatory requirements as appropriate. 31. Ensure the Staff Handbook and website are updated as required and, at least once, annually with current policies 32. **Audits and Inspections** 33. Support the SLT in preparing for audits and inspections, including ISI and safeguarding 34. Ensure all relevant documentation is available and collated for audits and inspections 35. Coordinate and provide administration support to the Head and SLT for all inspections 36. Support the HR Co-ordinator to audit cyclical processes, including probationary reviews and Performance and Development Planning 37. Support the HR Co-ordinator to carry out half termly audits of staff personnel files both electronic and manual files. Ensuring that information relating to Safer Recruitment including DBS is up-to-date and that all necessary evidence is recorded and maintained, readily accessible, managed in accordance with data protection requirements 38. Support the HR Co-ordinator to carry out half-termly audits of the school’s single central register of staff to ensure it is maintained and meets statutory and regulatory requirements 39. Support the Data and Office Manager to carry out half termly audits of visitor processes and checks in place for visitors to school and that these are being adhered to 40. Support the Office Manager to carry out half termly audits of whole school registers to ensure they are completed and any missing marks and N’s are followed up in a timely fashion according to procedures. Feedback to SLT as required 41. **Census Information** 42. In liaison with the Data and Office Manager and other relevant staff, prepare and submit the required information to be included in the annual DfE census and ISC census 43. **Clerk to the School Governing Board and to SLT meetings** 44. Prepare agenda for meetings, take notes at and prepare and distribute minutes of all meetings of the School Governing Board and SLT 45. **Marketing and external links, including public occasions** 46. Contribute to the positive promotion and marketing of the school and the GDST in the local and wider community. 47. Assist with the organisation of events, such as Open Days, Prizegiving Ceremonies, Heads’ Conferences etc to ensure that they run smoothly and efficiently and to support and attend events, as required by the Head. 48. **Data protection /GDPR** 49. Working with the Data and Office Manager to demonstrate compliance with requirements for the management of personal data 50. Ensuring staff and pupil records are retained and disposed of according to the GDST Retention Policy and IRM guidelines 51. Understanding of data breaches and current legislation surrounding personal data 52. **Training and development of self and others** 53. Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.      1. **Supporting the work of the GDST** 2. Develop strong, positive relationships with GDST colleagues, contribute to collaborative work across GDST Schools and support other staff in participating in GDST work, in order to develop and share best practice. |
| **General requirements:** | All school staff are expected to:   1. Support the school vision and the current school objectives outlined in the School Development Plan. 2. Contribute to the school’s programme of extra-curricular activities. 3. Support and contribute to the school’s responsibility for safeguarding students. 4. Work within the school’s health and safety policy to ensure a safe working environment for staff, students and visitors. 5. Work within the GDST’s Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective. 6. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. 7. Engage actively in the performance review process, and training and development opportunities available. 8. Adhere to policies as set out in the GDST Council Regulations, on the GDST hub and in GDST circulars. 9. Undertake other reasonable duties related to the job purpose required from time to time. |
| **Review and amendment:** | This job description should be seen as enabling rather than restrictive and will be subject to regular review. |

**Person specification**

**Skills Required**

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| Excellent interpersonal skills, particularly the ability to relate to young people, parents, colleagues and external agencies with sensitivity, tact and diplomacy | Essential |
| First-class organisational and administrative skills, with the ability to remain calm under pressure and to work to tight deadlines; systematic and methodical in approach to tasks, with meticulous attention to detail | Essential |
| Ability to work effectively, both in collaboration with other professionals/teams and also on own initiative | Essential |
| Proven, excellent time management, including ability to prioritise and organise own workload and to work to deadlines | Essential |
| Able to maintain a high work rate and to successfully manage a range of tasks and competing priorities | Essential |
| Demonstrable advanced IT skills in Microsoft 365, including the use of Word, Excel, Outlook, Teams, PowerPoint and a variety of database, online and installed applications such as Zoom, SIMS and Adobe along with the ability to interrogate databases and create reports | Essential |
| Excellent written (punctuation, spelling and grammar) and oral communication skills | Essential |
| Proven ability to manage and respond to callers and visitors in a professional, efficient, calm and courteous way, at all times | Essential |
| Ability to summarise complex discussions in writing (e.g., for minute taking) | Essential |
| Sufficient numeracy to deal with statistical data, and to manage budgets (if required) | Essential |
| Secretarial skills, including typing speed of at least 70 words per minute and shorthand/speedwriting of at least 80 wpm | Desirable |

**Knowledge Base**

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| Knowledge of general office management processes | Essential |
| Understanding of child protection and safeguarding | Desirable |
| Knowledge of school specific administration systems and processes | Desirable |

**Qualifications/Attainment**

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| Recognised degree in business administration/management and/or recognised secretarial or administrative qualification at NVQ3 level or above or the equivalent gained through experience. | Essential |
| CIPD Level 3 | Desirable |

**Experience**

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| Evidence of substantial senior secretarial and administrative/project management experience in a complex, service-driven organisation | Essential |
| Experience of dealing with the public, face-to-face and on the telephone | Essential |
| Experience in creating appropriate documentation and administrative systems | Essential |
| Experience of managing projects under own initiative | Essential |
| HR administration experience | Desirable |
| Recruitment experience | Desirable |
| Customer service experience and/or training | Desirable |
| Experience of working in a school environment | Desirable |

**Attitude/approach**

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| A high level of personal integrity, with proven experience of handling sensitive situations with tact and diplomacy and with complete respect for confidentiality | Essential |
| Honesty, energy, stamina, enthusiasm and 100% reliable | Essential |
| Focused, determined and action oriented – gets the job done despite obstacles/impediments | Essential |
| Self-motivated with a positive ‘can do’ approach to work | Essential |
| A customer-service oriented approach, willingness to go the extra mile to ensure positive interactions and experiences for parents, pupils and visitors to the school | Essential |
| A team player, able to work collaboratively and cooperatively with other members of the school community to achieve outcomes of a consistently high standard | Essential |
| A willingness to give generously of their time to support school events and activities | Essential |
| An enjoyment of working with and being in the company of young people | Essential |
| Professional but approachable demeanour in relating to members of the school community and other stakeholders | Essential |
| Well-presented, with dress standards and appearance appropriate to the role | Essential |
| Willingness to “roll up sleeves” in an emergency | Essential |