**Erskine Stewart’s Melville Schools**



**APPOINTMENT OF**

**EXECUTIVE ASSISTANT**

**TO THE PRINCIPAL**

# THE SCHOOLS

The Mary Erskine School, Stewart’s Melville College and ESMS Junior School are administered by the Company of Merchants of the City of Edinburgh. Since 1989, powers have been devolved to the ESMS Governing Council, a sub-committee of The Merchant Company Education Board. Through this arrangement, the senior schools are separate and single-sex and are each led by the Principal, while all the girls and boys below the age of 12 are educated together in the ESMS Junior School. An overall roll of approximately 2750 pupils reflects parental belief that their sons and daughters are obtaining an ideal combination of co-education and single-sex schooling. The Sixth Form is a genuinely 'twinned' experience, with boys and girls jointly comprising a single academic, pastoral and social unit.

The schools are predominantly for day pupils but there are two small boarding houses for approximately 60 girls and boys on the ESMS Queensferry Road site and these reinforce a powerful sense of community. All three schools are characterised by high academic standards and by fine reputations in music, sport and a wide range of extra-curricular activities.

The school sites are just over a mile apart and the Principal and her secretariat have offices at both locations and divide their time between the two, according to the demands of the Principal’s diary.

The Erskine Stewart's Melville Schools are committed to the all-round personal development of all children in their care. Their education is underpinned by nine values: appreciation, commitment, confidence, enthusiasm, grace, integrity, kindness, respect and responsibility.

**THE MARY ERSKINE SCHOOL**

The Mary Erskine School is located at Ravelston and comprises approximately 740 girls aged 12-18. It was founded in 1694 and is the oldest girls’ school in Scotland and one of the oldest in the United Kingdom.

## STEWART’S MELVILLE COLLEGE

Stewart's Melville College is located at Queensferry Road and comprises approximately 740 boys aged 12-18. It is the result of a merger in 1972 between Daniel Stewart's College, founded in 1814, and Melville College, founded in 1832.

# ESMS JUNIOR SCHOOL

ESMS Junior School is directed by its own Headmaster, who is answerable to the Principal for its day-to-day running. It is situated on the two school sites, Nursery to Primary 3 at Ravelston, Primary 4 to Primary 7 at Queensferry Road. The Junior School has a justifiably fine reputation and supplies the majority of the girls and boys who enter the two senior schools.

**PARTICULARS OF THE POST**

**Basic Function** To provide a comprehensive secretarial service to the Principal and to be responsible for the efficient organisation of the Principal’s Office

**Accountability** To the Principal

**Authority** To line-manage the two Assistants to the Executive Assistant (effectively a full-time post, shared by two colleagues)

**Relationships** To work closely with senior management and Governors, as well as with staff throughout the Erskine Stewart's Melville Schools

## Key Tasks

The Executive Assistant to the Principal will oversee the daily, weekly, termly and annual planning cycle of work in the Principal’s Office. In particular, he/she will

(1) manage the Principal’s diary and prepare, in advance, a weekly list of appointments and deadlines to be met.

(2) ensure that the agenda and papers are circulated in good time for the weekly senior management team meeting at which he/she will take the minutes.

(3) ensure that all the Principal’s meeting papers are prepared timeously.

(4) prepare, collate and distribute the documentation for Governing Council meetings, following confirmation of the agenda by the Chairman of Governors and the Principal.

(5) make all the necessary arrangements for special events, such as the Commemoration of Founders and Prizegiving, Remembrance Day, the Chairman of Governors’ reception for long-serving staff, the welcome social event for new staff at the start of each session etc.

(6) arrange annual review meetings for all Heads of Department with the Principal and Directors of Studies, and for all Heads of House with the Principal and Heads of Upper School.

(7) organise all professional review and development (PRD) meetings to be carried out by the Principal and arrange for staff to meet with the Principal for their post-PRD meetings.

(8) arrange for staff to meet with the Principal to sign their contracts.

(9) prepare paperwork with regard to the annual staff salary review.

(10) maintain a master set of up-to-date school policies.

(11) deal with all telephone enquiries.

(12) arrange for the Principal to visit all staff rooms regularly throughout the session.

(13) ensure that all the Principal’s travel arrangements (between the sites as well as externally) are made timeously.

(14) arrange for relevant papers to be archived on a regular basis.

(15) undertake any other tasks as required by the Principal.

(16) manage the two Assistants to the Executive Assistant, who –

* do all the Principal’s typing (both audio and handwritten)
* prepare and distribute the Principal’s weekly diary
* keep the office filing up-to-date
* order office stationery as and when required
* prepare and distribute invitations to staff and pupils for the Academic Forums
* make room bookings, produce a termly catering list and complete the relevant forms on a weekly basis
* arrange Sixth Form lunches
* send out termly ticket request forms for Performing Arts events, compile and distribute guest lists, and send out tickets in advance of each event
* collect and distribute emergency contact details and medical information for staff

**Skills & Personal Qualities Required**

High level of competence in the use of Microsoft Office (Word, Outlook, Excel, PowerPoint etc.)

Highly organised and professional approach

Proficiency in use of digital dictation

Excellent use of written English, especially with regard to spelling and grammar

Accuracy and close attention to detail

Ability to forward plan and work to deadlines within a busy environment

Ability to think proactively and prioritise work

Ability to respect confidentiality and operate with absolute discretion

Ability to multi-task effectively and a willingness to initiate change

Ability to forge good working relationships with a large cross-section of staff and external contacts

Excellent interpersonal and organisational skills, with an ability to remain calm, polite and cheerful

Reliability, dependability and initiative

Commit to upholding the integrity and values of ESMS

Driving licence (desirable)

**PROFESSIONAL REVIEW AND DEVELOPMENT**

All teaching and support staff participate in a three-year cycle of professional review.

**TERMS AND CONDITIONS**

**Hours of Work:** 8.30 am to 5.00 pm, with 45 minutes unpaid for lunch, a paid working week of 38¾ hours, although he/she must be prepared to be flexible with regard to working hours and be capable of adjustment to events and demands. There is entitlement to a free school lunch during term time.

**Holidays:** Entitlement is to 30 days’ annual holiday leave, plus 10 days’ statutory holiday at Christmas and Easter, when the school is closed. Annual leave should be taken during school holiday periods, and the schools’ holiday year runs from January to December.

**Salary:** Salary will be dependent on qualifications and experience. The salary range is likely to be from £35,000 to £38,000 per annum. Salaries are reviewed annually on 1 April.

**Pension:** Candidates will be enrolled automatically into the Merchant Company Stakeholder Pension Scheme.

Please note that the school operates a No Smoking Policy and smoking is not permitted on the school campus at any time.

**APPOINTMENT PROCEDURES**

Applications should be in the form of a letter, addressed to Mrs L A Moule, Vice-Principal and Head of The Mary Erskine School (and incoming Principal of the Erskine Stewart's Melville Schools from August 2018), and should be supported by a full *Curriculum Vitae* along with the names, addresses and contact details of two referees. They should be sent by email to [recruitment@esms.org.uk](mailto:recruitment@esms.org.uk) or by post to the HR Administrator, Erskine Stewart's Melville Schools, Ravelston, Edinburgh EH4 3NT, from whom further particulars may be obtained. This information can also be found on our website.

**The closing date is Thursday 31 May 2018.**