

Executive Assistant to the Head

Working Pattern: We are keen to appoint the right person and therefore welcome applications from candidates seeking an all year-round role or a term time plus role. Working patterns can be discussed at interview.

<p>Job Purpose</p>	<p>The Executive Assistant (EA) to the Head plays a pivotal role at Crosfields School, providing high-level professional, organisational and strategic support to the Head. This is a trusted position at the heart of school life, requiring strong judgement, discretion, and a commitment to the values and ethos that define Crosfields.</p> <p>The EA plays a key part in enabling the Head to focus on leading the school community by anticipating priorities, managing complex and fast-moving demands, and ensuring that communication and organisation are handled with care, clarity and professionalism. The role is ideally suited to someone who thrives in a busy school environment and enjoys working with people as much as with systems.</p>
<p>Accountable to</p>	<p>The Head</p>
<p>Key Responsibilities:</p>	<ul style="list-style-type: none"> • Act as the primary point of contact for the Head, managing correspondence, requests and competing priorities with judgement and diplomacy. • Proactively manage the Head's diary, planning ahead and anticipating future needs. • Prepare high quality briefings, agendas, reports and presentations to support leadership meetings and strategic work. • Track follow-up actions and commitments, ensuring clarity, continuity and progress. • Manage sensitive and confidential communications with parents, governors, senior leaders, staff and external partners. • Draft, edit and proofread correspondence on behalf of the Head, reflecting the school's tone and values. • Act as a calm, welcoming and professional presence for those engaging with the Head's office • Provide administrative support for governance as required, including preparation of papers, minute-taking and follow-up actions.

	<ul style="list-style-type: none"> • Work closely with the Senior Leadership Team to ensure smooth coordination of key initiatives and events. • Oversee the systems and processes that support the effective running of the Head's office. • Maintain confidential records and ensure accurate document management. • Support the organisation of key school events, Open Mornings and leadership engagements. • Use digital tools confidently to enhance efficiency, communication and organisation. • Support the Head in adopting forward-looking, effective ways of working, including appropriate use of emerging technologies.
<p>Experience and Skills</p>	<p>Essential</p> <ul style="list-style-type: none"> • Proven experience as an Executive Assistant, Personal Assistant or in a comparable administrative role. • Outstanding organisational skills with the ability to manage multiple priorities calmly and effectively. • Excellent written and verbal communication skills, with strong attention to detail. • High levels of discretion, integrity and professionalism. • Strong digital literacy and confidence using office and communication technologies. • The ability to work proactively, independently and with sound judgement. <p>Desirable</p> <ul style="list-style-type: none"> • Experience working in an educational environment or values-led organisation. • Understanding of governance or senior leadership structures. • Confidence engaging with a wide range of stakeholders in a warm, composed and professional manner

<p>Personal Qualities</p>	<ul style="list-style-type: none"> • A strong alignment with the ethos, values and community spirit of Crosfields School. • Calm, approachable and unflappable, particularly in a busy or fast-moving environment. • Proactive and solutions-focused, with the confidence to use initiative and anticipate needs. • Highly trustworthy, with a clear understanding of confidentiality and professional boundaries. • Flexible and willing to support key school events that may fall outside the normal working day.
<p>Review and Amendment</p>	<p>This job description should be seen as enabling rather than restrictive and will be subject to regular review. It may be adapted to best fit the skills and needs of the appointed candidate.</p>

Crosfields School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. For further information, please see here [Guidance on the Rehabilitation of Offenders Act 1974](#) .

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents to be presented at interview as detailed on the application form.

Crosfields School is committed to safeguarding and promoting the welfare of children and young people and applicants must be willing to undergo child protection screening, including checks with past employers, online checks and the Disclosure and Barring Service. Further information on our recruitment processes can be found on our website: [Crosfields School Recruitment Policy](#).