



NSG NORTHAMPTON
SCHOOL FOR GIRLS

Respect for Self | Respect for Others | Respect for Learning

Executive Assistant

Closing date: 9am, Monday 27th January 2025

How to Apply.

We warmly invite you to arrange an informal telephone or video call so that you can learn more about our wonderful school. Please also take a look at our **website** which will help bring to life the essence of NSG.

Applications are accepted via the school application form (available on the vacancies page) or via TES QuickApply. Please contact the school if you need to request the application form in an alternative format.

We would encourage you to submit your application as soon as you are able as we reserve the right to act on received applications before the closing date has passed.

**Closing date: 9.00am,
Monday 27th January
2025**

Welcome

Thank you for your interest in joining us at Northampton School for Girls.

We have an exciting opportunity to grow and develop our People Team with a newly developed Executive Assistant role. We are looking for someone who fundamentally shares our vision, and will ensure our school and business functions with the highest levels of professionalism, efficiency, and integrity.

We will provide you with a range of bespoke opportunities to support your career and ongoing professional development. At Northampton School for Girls, we are committed to caring for and supporting the development and growth of all our school community, students and staff alike.

Northampton School for Girls is a truly remarkable school that students and staff are, rightly, proud to be part of. It has a unique vitality that springs into life as students and staff arrive through its doors. Our school is everything but ordinary and our students never fail to impress us with their achievements and the genuine desire they have to help others. They are incredibly talented, open hearted and courageous and we are unapologetically driven to supporting them to succeed.

Underpinned by our values of '**Respect for Self, Respect for Others and Respect for Learning**', we provide our students a rigorous and ambitious curriculum which meets the needs of individual learners' talents and interests, building the foundation for their future successes in a fast-changing world.

From its inception in 1915, Northampton School for Girls has recognised and celebrated everyone as individuals and has also embraced the power of the community. Our students recognise the impact they have on others and particularly the responsibility that they have to give of their time, talents and charity to the wider community. We foster an environment where students can expand their minds, think flexibly, develop the skills of leadership that they all have within them, and grow as individuals.

We are a school with an impressive reputation, rich cultural diversity and a long-standing track record of success: we are proud to be Northampton School for Girls.

I very much look forward to welcoming you.

Cristina Taboada-Naya | Headteacher



<https://www.nsg.northants.sch.uk/vacancies>



@NSGPeople



01604 679540



people@nsg.northants.sch.uk

Job

Description.

Executive Assistant

Salary: Grade I (points 22-26)

FTE: £32,654 - £36,124

Pro-Rata: £31,028 - £34,326

Working pattern: 37 hours per week / 42 weeks per annum

Usually 8.30am to 4.30pm, Monday to Friday, with 30 minutes unpaid lunch break

Attendance to Governance meetings will be required

Reporting to: Headteacher

Liaising with: Line Manager, TLR holders, teachers, relevant support staff, parents/carers

Start date: ASAP

Purpose

- Support the Governing Board as the Governance Professional and all associated duties and responsibilities linked to this role, ensuring statutory compliance in all areas
- Provide professional, high-quality and efficient executive administration support to the Headteacher and Governing Board
- Provide additional support to the People Team, including but not limited to, HR, Marketing and PA duties



Role Responsibilities

School Ethos in Action

- To uphold the school ethos: 'Respect for Self, Respect for Others, Respect for Learning'
- To promote the school's non-negotiables: high achievement, inclusion and development of the whole child
- To promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with
- To provide a safe, happy, ordered, lively, stimulating environment and to give guidance, good examples and teaching so that each child has the opportunity to develop educationally, physically, emotionally, socially and spiritually to their full potential
- To support school policies with a commitment to high standards, high expectations and high achievement
- To foster children's development in the fullest sense, paying particular regard to the attitude and values the school promotes
- To promote a climate of encouragement and praise and actively support the school's rewards system

Administration and Governance

- Provide full legal, administrative and/or secretarial support and guidance on a wide range of issues (sometimes confidential) to the Governing Body and Headteacher, ensuring that all business is conducted efficiently and in line with statutory requirements
- Produce a wide range of detailed or specialist documents, sometimes initiating change, and where appropriate, provide guidance to colleagues in the production of documents to support efficient service to the Governing Body and Headteacher
- Work with the Chair and Headteacher before meetings to prepare a purposeful agenda that takes into account DfE and Local Authority issues and is focused on school improvement
- Take minutes of all meetings relating to the Governing Body, and non-governance meetings as required, ensuring they are accurate and objective paying due regard to confidentiality
- Distribute minutes and action logs following the meetings in line with committee terms of reference. Monitor all actions and chase Governors for completion of actions where required

Job

Description.

Meet our Students

‘NSG is an accepting, welcoming school with a very amazing, diverse community and has lovely, supportive staff always there to make sure you’re comfortable.’

‘I really enjoy the variety of extracurricular clubs NSG offers as there is something for everyone to try.’

‘To me, NSG gives you the opportunity to learn about things you never thought you would enjoy doing and it turns you into a better, more creative and more confident version of yourself’

‘What I love best about school, is the nice feeling I have when I walk in the gates’

Administration and Governance (continued...)

- Co-ordinate a wide range of filing and retrieval systems, sometimes initiating change, in order to maintain an effective service to the Governing Body
- Maintain an accurate and up to date record of all names, addresses and category of Governing Body member (including associates), terms of office and pecuniary interests. This is a statutory requirement and requires returns to both the DfE and Company House
- Keep a record of all School Policies, ensuring they are sent to the Headteacher and SLT to review for any updates or amendments and the Governors for agreement before their renewal date. This is an ongoing rolling programme
- Produce a schedule of Governors’ and Committees’ meeting dates each year following consultation with the Headteacher and Chairs of Committees, and in conjunction with the school calendar.
- Produce a schedule of dates from the school calendar for Governors’ information detailing events such as concerts, parents evenings, applied days etc.
- Co-ordinate the attendance of individual or small groups of Governors’ in school to attend Disciplinary, Exclusion and Complaints hearings, classroom observations with SLT, staff interviews and events such as concerts and applied days

People Team Support

- Work with the HR Manager to support the day-to-day and longer-term plans within HR and the People Team, including but not limited to improving internal systems and processes, recruitment, absence management and Our People strategy
- Provide marketing support and strategy, as directed by the Headteacher

Professional Development

- Keep own knowledge up-to-date by reflecting on own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role
- Take part in the school’s appraisal procedures

Whole School Contribution

- To follow the school’s policies and procedures for securing the safeguarding and welfare of students and staff
- To contribute to the development of whole school policy, aims and outcomes
- To play a full part in the life of the school community, support the distinct NSG ethos, and encourage staff and students to follow this example
- To attend staff meetings and other meetings with colleagues or parents as appropriate and as reasonably directed
- To carry out duties assigned by members of the Senior Leadership Team

Additional Duties

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

Person Specification.

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Start date: ASAP

Education / Training / Qualifications	Essential / Desirable
<ul style="list-style-type: none"> GCSE or equivalent in English and Maths, grades 9-4 (A*-C) 	<i>Essential</i>
<ul style="list-style-type: none"> Relevant administrative, HR or governance administration accredited qualification 	<i>Desirable</i>

Experience	Essential / Desirable
<ul style="list-style-type: none"> Prior administrative, HR or PA experience Appropriate level of data protection, security and confidentiality awareness 	<i>Essential</i>
<ul style="list-style-type: none"> Previous experience working in a secondary school or with children Contact with various stakeholders including parents and external agencies 	<i>Desirable</i>

Abilities, Skills and Knowledge	Essential / Desirable
<ul style="list-style-type: none"> Excellent literacy skills, both orally and written Excellent organisational skills High level of attention to detail and accuracy Ability to build effective working relationships with students and adults Skills and expertise in understanding and responding to the needs of all stakeholders Excellent verbal communication skills Active listening skills The ability to remain calm in stressful situations The ability to balance, prioritise and be flexible with workload Knowledge of guidance and requirements around safeguarding children Good ICT skills, particularly using ICT to complete administrative tasks Understanding of roles and responsibilities in a whole school context 	<i>Essential</i>

Personal Skills and Attributes	Essential / Desirable
<ul style="list-style-type: none"> A commitment to getting the best outcomes for the school and business, understanding the long term and short term benefits for staff and students Commitment to maintaining confidentiality at all times Commitment to safeguarding pupil's wellbeing and equality Commitment to school and business growth 	<i>Essential</i>



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