

Job Description

Executive Assistant to the Headteacher



Committed to excellence

Job title:	Executive Assistant to the Headteacher
Whole school area of accountability:	A senior administrative role reporting directly to the Headteacher, providing high level administrative and HR support, also working alongside a number of key staff..
Grade:	NJC SCP 32-35 (£36,371-£39,571) + London Weighting
Responsible to:	Directly responsible to the Headteacher
Supervisory responsibility:	The postholder may be required to supervise one or more members of the school support team.

Job content:

The key responsibilities of the Headteacher's Executive Assistant are as follows:

Human Resources

- In consultation with the Headteacher, to oversee the recruitment process including liaising with agencies and other organisations, preparation of employment contracts, job advertisements and interview schedules, facilitating the selection process, liaising with potential candidates, providing tours of the School as necessary, arranging recruitment tasks in consultation with relevant staff, preparing job packs and updating job descriptions.
- To act as the first point of contact in relation to all external Personnel/HR related enquiries.
- In relation to recruitment and employment processes, to ensure effective and safer recruitment practices, in accordance with the School's policies.
- To proactively support the Headteacher with the management of services offered to staff, for example in relation to support, Occupational Health, and other provision aimed at supporting staff wellbeing, taking notes during meetings and liaising with external organisations as necessary.
- In consultation with the Headteacher, to liaise with the School's HR and legal advisers as necessary to ensure the School continues to access fast and effective advice and

support and to prepare feedback and reports for discussion with the Headteacher based on advice and guidance received.

- To develop and update the staff induction material, to support with the development and delivery of induction training for support staff and to ensure staff and governors can access updated copies of HR policies at all times.
- To support the Deputy Headteacher with the organisation and management the appraisal system for support staff.
- To promote and support good practice in the management of equality and diversity.
- To proactively manage the posting of job vacancies on appropriate social media platforms and other media to maximise interest from prospective candidates and attract the very best, keeping the Headteacher updated regarding responses and ensuring feedback and documentation is provided in a timely manner.
- To manage the updating, maintenance and security of staff records, and to ensure adherence to Data protection and GDPR guidelines at all times.
- To oversee and manage the support staff annual leave arrangements.
- To act as project manager for any HR developments and or initiatives associated with the postholder's general responsibilities, including preparing plans and appropriate timelines.

Marketing and communications

- In consultation with the Headteacher and other senior staff, to oversee the design and publication of the School's prospectus and other materials aimed at the local community and/or prospective pupils and parents. This will include liaising with many staff across the School and with designers and printers.
- To support the Headteacher with collecting, reviewing, editing and preparing press releases and other material for submission to the press and the School's main stakeholders.
- To maintain a general overview of website content and social media streams to ensure that these are continually updated and used as an effective means of communication with current and prospective pupils and parents. Periodically, liaising with providers regarding upgrading and/or redesign of the School's website.
- To ensure that all materials produced via the various media both promote and are entirely reflective of the ethos and values of the School.
- To support relevant staff with the commissioning of photography and video services.
- To manage the preparation and posting of material on the School's social media platform to ensure it remains current, balanced and reflective of the School's ethos and values;
- To line manage member(s) of the non-teaching staff should this be required;

General administrative / secretarial responsibilities

- To manage and oversee the day-to-day organisation of the Headteacher's office, liaising with staff, answering calls, responding to general emails and other communications, and maintaining effective filing and archiving systems.
- Effective management of the Headteacher's diary, making appointments, ensuring balance and collating relevant papers and information for the Headteacher prior to scheduled meetings.
- Attending regular daily 'catch-up' meetings with the Headteacher to ensure she is kept informed regarding correspondence, queries, staffing matters, appointments, etc.

- Supporting the Headteacher with the preparation of various reports as required, liaising with relevant staff concerning content in order to bring material together.
- Welcoming the Headteacher's visitors to the School, arranging hospitality/refreshments for meetings.
- Supporting the Headteacher with preparation for Governing Body meetings, including forward planning of policies which need to be reviewed, preparation of documentation and liaison with the Clerk in relation to Governing Body meeting organisation.
- Supporting the Headteacher with the organisation of events and activities offered to pupils, parents and staff, liaising with staff regarding requirements for the venue/s to ensure all provision required is in place, for example liaising with the teaching staff, the Premises Manager, ICT support staff, Catering staff and/or external companies.
- Ensuring the various appendices to the Business Continuity Plan are regularly updated, for example the staff emergency contact lists, cascade arrangements
- Coordinating and preparing the weekly staff briefing/newsletter and other communications, liaising with members of the senior leadership team and others regarding material and staff announcements.
- Taking notes at various ad hoc meetings as required, paying close attention to detail and preparing high quality minutes/notes for review.
- To draft responses to routine enquiries and correspondence.
- To undertake such other duties commensurate with the level of this position as the Headteacher or Governing Board might reasonably request.

Location and contract details:

The Executive Assistant will normally be based on the School site, but may be required to work elsewhere from time to time in order to fulfil his/her responsibilities. This is a full time post (35 hours per week) which, in order to secure the right candidate, could be offered on a term-time or all year round basis. Given the demands of the position, the postholder is expected to work the hours necessary to fulfil the responsibilities of the post.

Note

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Signed (postholder)

Date

Executive Assistant to the Headteacher: Person Specification

Essential	Desirable	Evidence
Qualifications and experience		
<p>Educated to Graduate Level and with GCSE grade 4 standard or equivalent in English and mathematics.</p> <p>Evidence of being an effective member of an establishment/ company's management team.</p> <p>Experience of preparing and presenting casework to panels e.g. disciplinary.</p> <p>Experience of managing change and implementing new systems/ procedures/controls.</p> <p>Evidence of effective leadership and line-management of staff including a team.</p> <p>Experience of organising meetings and accurate minute taking.</p> <p>Experience of managing and maintaining accurate records and filing systems.</p>	<p>Any other higher education qualifications relevant to the field.</p> <p>Evidence of personnel management within a school or similar organisation.</p> <p>Experience of working in a school or similar establishment in the role of a PA.</p> <p>Experience of staff recruitment, selection and training.</p> <p>Experience in the line management of staff</p> <p>Experience of managing and coordinating a performance management scheme.</p> <p>Proven experience in a PA role including diary management.</p>	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p> <p>Certificate/s (to be available at interview)</p>

Essential	Desirable	Evidence
Knowledge and skills		
<p>Ability to build and form good relationships with students, colleagues and other professionals.</p> <p>Able to lead, develop and motivate staff, delegating duties as required.</p> <p>Ability to work constructively as part of a team, understanding school roles and responsibilities.</p> <p>Excellent and meticulous organisational skills.</p> <p>Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, other professionals.</p> <p>Good standard of numeracy and literacy skills.</p> <p>Ability to absorb and understand a wide range of information.</p> <p>Ability to manage and deal with confidential data/issues appropriately.</p> <p>Ability to proficiently use office computer and information management software including word-processing, spreadsheet, database and internet systems</p> <p>Ability and knowledge to implement a wide range of personnel procedures.</p> <p>Ability and knowledge of writing and reviewing policy documents.</p> <p>A current knowledge and understanding of employment law, appropriate education legislation and requirements of employment contracts.</p> <p>Working knowledge of law with regard to health and safety legislation, contracts, Freedom of Information Act, copyright, data protection and GDPR.</p>	<p>Knowledge and understanding of safer recruitment requirements in schools.</p> <p>Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as school governance, Freedom of Information Act, GDPR.</p> <p>Working knowledge of SIMS and School Absence Management software package.</p> <p>Experience of recruitment strategies and procedures.</p> <p>Knowledge and understanding of safer recruitment requirements in schools.</p> <p>Knowledge and understanding of pension schemes and retirement opportunities.</p>	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>

Essential	Desirable	Evidence
Personal qualities		
<p>Ability to show initiative and prioritise one's own work and that of others even when under pressure.</p> <p>Able to follow direction and work in collaboration with the headteacher.</p> <p>Able to work flexibly to support others and respond to unplanned situations.</p> <p>Able to attend evening meetings as required.</p> <p>Desire to enhance and develop skills and knowledge through CPD.</p> <p>Commitment to the highest standards of child protection and safeguarding.</p> <p>Recognition of the importance of personal responsibility for health and safety.</p> <p>Commitment to the school's ethos, aims and its whole community.</p> <p>Excellent interpersonal skills with ability to maintain strict confidentiality.</p> <p>A diplomatic and patient approach.</p> <p>Initiative and ability to prioritise one's own work and that of others to meet deadlines.</p> <p>Able to follow direction and work in collaboration with the SLT.</p> <p>Efficient and meticulous in organisation.</p> <p>Able to work flexibly, adopt a 'hands on' approach, and respond to unplanned situations.</p> <p>Ability to evaluate own development needs and those of others and to address them.</p> <p>A willingness to seek specialist advice and awareness of where to seek it.</p>		<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>

