



SEDBERGH
SCHOOL
FOUNDED 1525

EXECUTIVE ASSISTANT TO THE HEADMASTER JOB DESCRIPTION

Job Title: EXECUTIVE ASSISTANT TO THE HEADMASTER

Responsible to: Headmaster

Main Purpose:

The Executive Assistant to the Headmaster is responsible for acting as the first line of contact for the Headmaster, his diary management, the maintenance of administrative systems and filing, and for general secretarial and administrative duties.

A major aspect of the role is to administer formal communication with key constituencies within the school including parents, staff, Old Sedberghians and pupils, and ensuring visitors are received in an appropriate manner meeting the highest professional standards in support of the Headmaster. The role requires an individual who is flexible, organised, calm, and able to communicate to a high standard, both orally and in written form. Working with sensitive information will be a key part of this role, so the ability to ensure confidentiality at all times is crucial. The working environment can be dynamic and fast-paced and the role requires both proficient and personal support for the Headmaster, balancing his professional commitments with his personal priorities.

The role is permanent and full-time, although with reduced working hours in the School holidays.

Principal Accountabilities

The duties of the role will be wide and varied and it is not intended to cover every possible aspect of the job here. However, it is anticipated that the main areas of responsibility will be as follows:

- To act as first line contact for the Headmaster, using discretion and tact to ensure telephone callers, visitors and staff receive a professional response and are dealt with by the appropriate person.
- To liaise with members of the academic and support staff as appropriate, generating an environment of efficiency.
- To line manage the School Secretary and Reception function.
- Manage incoming and outgoing correspondence, prioritising and drafting responses as needed.
- Organise and maintain files, ensuring confidentiality and accurate record-keeping of correspondence.
- To manage public communication on behalf of the Headmaster.
- To manage the Headmaster's diary with confidence and organise his day-to-day commitments.
- To oversee the Headmaster's travel and accommodation arrangements (trains, taxis, flights etc) for UK and overseas trips.

- To assist the Headmaster in maintaining a smooth running and efficient Headmaster's Office by dealing with all administrative functions, anticipating and scheduling regular events and meetings.
- To take minutes and actions of meetings as required, including the Senior Leadership Team and Senior Management Team.
- To co-ordinate arrangements for School events including Speech Day.
- To administer HMC liaison and arrange the Headmaster's attendance at both National HMC Meetings and Conferences, plus HMC NE business and meetings.
- To liaise with Trustees of the Michael Robertson Trust Fund, helping to arrange meetings and organise papers as appropriate.
- To type Headmaster's end of term reports on pupils.
- To undertake timely reporting to the Local Authority for the movement of pupils between schools.
- To co-ordinate the collection of data and submission for the ISC and DfE annual censuses, and other censuses as may be applicable.
- To administer the School Complaints Procedure and process in the event of a complaint being received by the Headmaster to be dealt with under that Procedure.
- To oversee the Sundry Expenses Budget, ensuring there is no overspend.
- To ensure accurate and timely reconciliation of the Headmaster's credit card transactions, organising receipts and supporting documents for all transactions.
- To work closely with the PA to the COO & Bursar (Operations), PA to the Prep School Head, School Clerk and School Secretary, providing cover during term time and holidays as required.
- To provide administrative support to the Prep School Head during the School holidays as may be necessary.
- To show absolute confidentiality and discretion at all times.

Health and Safety:

All staff should be aware of the School's health and safety policy and implement it as appropriate.

Safeguarding:

All staff employed by Sedbergh School are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.

These roles and responsibilities provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the level of this post.

Sedbergh School is committed to safeguarding & protecting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

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