



## ST DUNSTAN'S COLLEGE

### Executive Assistant to the Head of Senior School

Employment Status: Permanent, Full Time

Application closes: 0900 Monday 7 July 2025

Required From: September 2025

Longlist Interviews: Thursday 10 July 2025

Shortlist Interviews: Thursday 17 July 2025







## Our Commitment to Safeguarding Children

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

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers, checks relating to prohibitions, sanctions and restrictions on teaching and the Disclosure and Barring Service (DBS) with children's barred list check. The School will carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application. The safeguarding responsibilities of the post include promoting and safeguarding the welfare of children and young persons for whom they are responsible for or with whom they come into contact with. All staff are required to adhere to and ensure compliance with the School's safeguarding and child protection policies and procedures at all times and to complete appropriate training.

In the course of carrying out their duties the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's Safeguarding Lead, or in relation to concerns regarding a member of staff, the Head.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Further information and copies of the School's Code of Practice and Policy on the Recruitment of Ex-Offenders is available from the People Operations Team.



# THE ROLE

**Responsible to the Head of Administrative Services and Events, this is a varied role that requires a high level of organisation, professionalism, discretion, and sensitivity.**

The successful applicant will be part of a well-established team providing high-level administrative support to the Head of the Senior School, the duties will include inbox and complex diary management, the provision of secretariat support to departmental committees, drafting of reports and letters and coordination of a wide-range of administrative processes across the College.

As well as ensuring the delivery of day-to-day operations, the ideal candidate will have an inquisitive mindset and work to proactively identify ways to improve service delivery and demonstrate the willingness to take on responsibility for discrete areas of project work as required. The role will demand high levels of organisation, professionalism, discretion and sensitivity.

The College requires a flexible approach to working hours, including to commitment to sometimes working front of house at evening and weekend events. Time off in lieu will be provided in return.



# JOB DESCRIPTION

The following list is not exhaustive but serves as an indication of what the role encompasses:

- Provide high-level, executive support, with accuracy and precision to the Head of the Senior School to enable them to fulfil their full range of duties.
- Through effective inbox support, assist with the management of correspondence including email, formal letters, drafting initial replies for review and seeking input from informed sources to contribute to responses.
- Act with professionalism and as an ambassador of St Dunstan's College when responding to external enquiries and when liaising with a wide range of colleagues, maintaining the College's identity and brand at all times.
- Triage a broad range of time critical and competing issues to ensure swift resolution, the smooth flow of information and appropriate communications; applying initiative and referring upwards where required.
- Act as a gateway to manage and protect the time of the Head of the Senior School, ensuring accurate, proactive, and efficient diary management, including the coordination of any appropriate travel arrangements and schedules, anticipating upcoming commitments, and managing any complexities.
- Establish ownership of administrative processes and systems for the Head of the Senior School's office, ensuring that they are efficient, effective and fit for purpose and proactively identify opportunities to improve and simplify processes across a wide range of activities.
- Provide effective secretariat services for committees and working groups that the Head of the Senior School chairs. This includes, ensuring that there is an annual cycle of meetings, appropriate updating of the terms of reference, timely preparation of agendas, papers and outputs and follow-up of actions.
- Maintain a range of spreadsheets and databases, ensuring that data remains accurate.
- Prepare and proofread correspondence, speeches, newsletters, presentations etc.
- Support the handling of complaints, in accordance with the complaints' procedure, ensuring information is correctly captured on the complaints log.
- Support arrangements for administering meetings and events hosted by the Head of the Senior School, including the organisation of venues, catering, instructions for attendance and invitations.
- Coordinate and liaise with People Operations for activities related to the recruitment of staff line managed directly by the Head of the Senior School.



- To provide project administration for projects where the Head of the Senior School is identified as the project sponsor.
- Support the Head of Senior School in monitoring budgets and managing invoices and expenses accurately.
- Comfortable managing the Head of Senior School's inbox, with the initiative to reply to messages where suitable.
- Provide limited personal assistance to the Head of the Senior School to ensure smooth running of their professional responsibilities.

### Admissions (post-offer)

- Liaise with the Admissions Team regarding open mornings, assessments, taster days and prospective parent visits.

### Other administrative tasks:

- To provide cover for other colleagues in the administration team when required.
- To work alongside the Head of Administrative Services and Events to ensure that all administrative requests are actioned in a timely and accurate manner.
- To perform any reasonable duties as requested by the Head of Administrative Services and Events or the Head of the Senior School.
- To undertake training and development for the better fulfilment of the role.



# PERSON SPECIFICATION

THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:	ESSENTIAL	DESIRABLE
<b>Qualification/s and Training</b>		
Educated to A-level, or equivalent experience	X	
Typing or administrative qualification		X
Typing or administrative qualification		X
<b>Experience</b>		
Experience of providing professional personal assistant support to members of a senior leadership team including inbox and complex diary management	X	
Experience of working in a busy, fast-paced environment	X	
Advanced level use of all the Microsoft 365 packages	X	
Experience of managing a range of enquiries and the ability to liaise with a wide range of stakeholders in an assured manner, demonstrating professionalism, discretion, confidentiality and integrity	X	
Experience of working across boundaries in a complex organisation	X	

THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:	ESSENTIAL	DESIRABLE
Experience of working resourcefully to identify solutions to problems	X	
Experience of working in a school setting		X
<b>Skills and Knowledge</b>		
Excellent literacy / numeracy skills	X	
Excellent IT skills, including experience of using Microsoft Word, Excel and PowerPoint to an advanced level.	X	
The ability to draft documents and correspondence and demonstrate excellent verbal and written communication skills	X	
Extremely organized, with an ability to plan, prioritise and meet deadlines under pressure	X	
The ability to work methodically and with a good eye for detail but also be flexible in approach to work and changing priorities	X	
An ability to build and maintain effective relationships whilst showing tact, diplomacy, empathy and professionalism at all times	X	
Able to communicate firmly and confidently, while remaining professional and respectful	X	



THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:	ESSENTIAL	DESIRABLE
Personal Qualities		
A flexible approach and a willingness to respond to changing priorities	X	
Hard working, professional ethic, with a desire to deliver to high standards	X	
The drive and initiative to develop own use of new technologies to improve a range of administrative processes	X	
Ability to use initiative to ensure the smooth operations of the school	X	
A genuine commitment to safeguarding children and young people	X	

## The Package

Salary: S5 £42,837 - £48,956 as per the 2024 - 2025 Pay Scale

Hours: Full Time, 37.5 hours per week

Pension: Contributory Pension Scheme ISPS (DC)\*







