



# BISHOP VESEY'S GRAMMAR SCHOOL

## Job Description

**Name of employee:**

**Job Title:** Executive Assistant

**Hours:** 36.50 hours (full time) during term time (+ 4 days in August)  
8.00 am to 4.30 pm Monday to Friday

**Salary scale:** Senior Officer SO1/SO2 spinal point range 23-28  
£33,366 to £37,938 pro rata

### 1.0 JOB PURPOSE

To provide high-level, professional and confidential executive support to the Headteacher, while leading on alumni engagement and delivering key communication initiatives for the school. This role combines executive assistance, digital content creation, stakeholder relations, and event coordination. The Executive Assistant plays a vital role in promoting the school's identity, supporting strategic priorities, and fostering strong links with alumni, donors and the wider school community.

### 2.0 DUTIES AND RESPONSIBILITIES

#### Executive & Strategic Support

- Manage the Headteacher's diary, schedule, and communications.
- Prepare agendas, take minutes, and ensure follow-up from key meetings, including weekly SLT and Strategic Inclusion Meetings.
- Draft professional correspondence, reports, presentations, and internal communications.
- Advise and support the Headteacher on the development and implementation of the school's communications strategy.
- Attend and support key school events, both on- and off-site, including evenings and weekends as required.

#### Lead on Alumni Relations

- Lead the school's alumni engagement strategy, in collaboration with the Headteacher, Development Director, and Finance Director.
- Act as the school's primary point of contact for alumni, identifying opportunities for engagement, communication, and fundraising support.
- Attend and contribute to Old Veseyan Association (OVA) meetings and events, and Vesey 2027 planning meetings alongside the Headteacher.
- Manage and maintain the alumni website (ToucanTech), uploading weekly stories and updates.
- Produce and distribute a monthly alumni newsletter, and work on broader alumni communications and event support.
- Serve as the main point of contact for the school archivist, supporting the preservation and promotion of the school's heritage.

## **Communications & Marketing**

- Produce and post weekly content to the school's social media platforms (Instagram, LinkedIn, and X).
- Create and edit a weekly newsletter for the school community via Microsoft Sway.
- Create and distribute a weekly staff bulletin, ensuring key information is shared clearly and promptly.
- Collate, design and publish a termly e-magazine using Canva, highlighting key school life, voices, and achievements.
- Produce a monthly donor newsletter showcasing impact, projects, and funding priorities.
- Capture photos/videos at school events and coordinate with staff to develop and maintain a robust photo and video library.
- Ensure all public-facing communications reflect the school's tone, values and branding.
- Maintaining and updating the school website regularly.

## **Events & Stakeholder Engagement**

- Assist in the organisation and delivery of key school events, including VIP visits, alumni reunions, open evenings, and internal celebrations.
- Coordinate hospitality, guest lists, logistics, and communications for these events.
- Act as a professional and welcoming point of contact for internal and external stakeholders.

## **School Support & Compliance**

- Promote and safeguard the welfare of pupils and staff in accordance with statutory and school policies.
- Comply with all school policies and procedures, including the staff code of conduct and GDPR.
- Assist in the preparation of documentation for Ofsted, external reviews, and school development planning.
- Undertake any other duties reasonably required by the Headteacher to support the efficient and effective running of the school.
- Ensure all tasks are carried out in compliance with all school policies and procedures including the Equality & Diversity Policy, Use of Social Media and the Staff Code of Conduct.
- Undertake appropriate professional development including adhering to the principle of performance development.
- Develop professional and productive relationships with all colleagues and stakeholders.
- Adhere to the ethos of the school.
  - To promote the agreed vision and aims of the school.
  - To set an example of personal integrity and professionalism.
  - Attendance at appropriate staff meetings and school events.
- Any other duties required by the Headteacher as commensurate within the grade in order to ensure the smooth running of the school.

## **Person Specification**

### **Essential:**

- Strong written and verbal communication skills with high attention to detail
- Confident in managing digital platforms (e.g. social media, newsletters, alumni systems)
- Highly organised with the ability to multitask, work independently, and meet deadlines
- Proficient in Microsoft Office, Microsoft Sway, and digital tools (e.g. ToucanTech)

- Willingness to work flexibly, including evenings/weekends

**Personal Qualities**

- Professional, diplomatic and discreet
- Positive, enthusiastic, and solution-focused
- A good sense of humour and the ability to remain calm under pressure
- Strong interpersonal skills and confidence in liaising with a wide range of stakeholders
- Passionate about education and the values of the school

**Desirable:**

- Experience in a school or education environment
- Proficiency with Canva for producing visual content
- Familiarity with email marketing platforms (e.g. Mailchimp)
- Understanding of safeguarding, GDPR and digital communication best practice (training provided)
- Proven leadership in alumni or community engagement
- Experience in a senior administrative, PA/EA or stakeholder engagement role
- Ensure all tasks are carried out in compliance with Health & Safety policy and procedures.
- Ensure all tasks are carried out in compliance with Data Protection Policies & Procedures.
- Proficiency with website design/Wordpress

**3.0 SUPERVISION RECEIVED**

3.1 SUPERVISING OFFICER: Headteacher.

3.2 LEVEL OF SUPERVISION: Left to work within established guidelines subject to overview by the Headteacher.

**4.0 SPECIAL CONDITIONS**

A degree of flexibility in working hours is expected. Attendance at certain evening and weekend functions/events is required.

There is a requirement to work up to 4 days during school holidays in August to communicate examination results for GCSE and A levels.

**5.0 PROBATIONARY PERIOD**

The post is subject to satisfactory completion of a probationary period of 26 weeks for new staff to the school.

Signed by employee .....Dated .....

*Dominic Robson*

Signed by Headteacher  
Dated: 1<sup>st</sup> May 2025