



**Bishop Vesey's Grammar School  
Lichfield Road, Sutton Coldfield, West Midlands, B74 2NH**

**EXECUTIVE ASSISTANT – TERM TIME (+ 4 days in August)**

**Required September 2025**

**Senior Officer Scale SO1/SO2 points 23-28**

£33,366 to £37,938 (pro rata for term time only + 4 days)

We have an exciting key vacancy of Executive Assistant. The successful candidate will share our aspiration to excellence and will work closely with the Headteacher to manage communication between the Senior Leadership Team and colleagues, ensuring all relevant stakeholders and third parties are communicated with efficiently in line with the ethos of our school.

We are a happy and thriving school committed to excellence, equality, diversity and inclusion. We welcome colleagues from all backgrounds into our community. Academically, BVGS is one of the leading state schools in the country.

This is a full time role during term time working from 8.00 am to 4.30 pm each day, there is an expectation to attend events outside of normal school hours at evenings and weekends, to include working up to 4 days during A' level/GCSE results days in August.

Duties will include:

- Managing and writing weekly (sometimes daily) updates on the school website and social media (Twitter, Instagram, Linked In)
- Producing, collating, generating and editing regular magazine style updates for our termly alumni community magazine and weekly school newsletters
- Building relationships with our alumni community
- Promoting key events
- Providing executive support for the Headteacher, including managing his diary and schedule, and providing them with admin support.

Do you have:

- Knowledge of developing and implementing a communications strategy?
- Experience of creating professional quality materials?
- Professional or volunteer experience or an understanding of creating and publishing public-facing digital content for a website and/or social media?
- Outstanding communication and team working skills?
- Excellent copywriting skills and tone adaption for varying channels?

Are you:

- Proactive, self-motivated, organised and intuitive?
- Wanting to be part of a warm, outward-looking community, which celebrates diversity and is supportive and collaborative?
- Creative, enthusiastic and flexible in your approach to work
- Educated to degree level?
- Able to converse at ease with parents/carers/students and members of the public and provide advice in accurate spoken English?

If so, we would encourage you to apply for this exciting opportunity.

Closing Date: Friday 16<sup>th</sup> May 2025

Interview Date: W/b 19<sup>th</sup> May 2025

**Application forms and further details are available from our website at [www.bvgs.co.uk](http://www.bvgs.co.uk). To arrange a pre-application visit please contact the Recruitment Team via [recruitment@bishopveseys.bham.sch.uk](mailto:recruitment@bishopveseys.bham.sch.uk) or by telephone on (0121) 250 5400. Please note we do not accept applications by CV.**

Bishop Vesey's Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check together with Identity, Right to Work, Prohibition Order, pre-placement medical and verification of qualification checks are requirements for this post.

We will carry out an online search about you for information that is publicly available online. This will include social media accounts you may hold. This will only be carried out on shortlisted candidates and before interview. This processing of data will be conducted under the legal basis of Article 6(e) public task in line with the guidance laid out in para 221 of Keeping Children Safe in Education (KCSIE) 2023. Any data collected during this search will be retained in line with our retention schedule which is available on request. You are encouraged to read our safeguarding policy which can be found on our website.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>