



Cheadle Hulme School

APPOINTMENT OF EXECUTIVE ASSISTANT Required August 2017

The School - A Background

Founded in 1855 by a small group of Victorian philanthropists in Manchester, Cheadle Hulme School began its life educating the "orphans and necessitous children" of warehousemen and clerks during the Industrial Revolution.

Over the years since its inception, the School has grown in ways far beyond the imaginings of its Founders: the introduction of fee-paying day pupils was the first step towards the School becoming, as it is now, a very successful, independent, co-educational HMC day school, providing high quality education to boys and girls, aged 4 to 18, from all over the North West.

The School currently has 1402 students and is truly co-educational: there are 635 girls (45%) on the school roll and 767 boys (55%). The School is committed to honouring the original intentions of the Founders by providing bursaries for students whose financial background would otherwise preclude them from a CHS education.

The School has a Ten Year Strategic Plan (2011-2021) which informs its future aspirations and priorities.

School Leadership Structure

The principal leadership positions in the School are the Head, the Second Master, two Deputy Heads (Teaching & Curriculum and Pupil Progress & Welfare), the Head of the Junior School, the Chief Operating Officer and the Director of External Relations.

The Appointment:

Cheadle Hulme School is seeking to appoint an outstanding professional to the newly created role of Executive Assistant. This position represents an exceptional opportunity for an ambitious and well-qualified individual, who is committed to the School's ethos and values, who leads by example, demonstrates initiative in developing and improving school processes and procedures, and who can communicate effectively at all levels.

The successful candidate will be solutions driven, proactive and highly literate. They will support the Head, working within a busy school environment. Responsibilities will also include supporting the wider Senior Leadership Team in a number of areas, including project management, market research, report writing and internal communications.

Previous experience at a senior executive level is desirable but not essential.

Please see the Job description and Person Specification on the next page.



Cheadle Hulme School

EXECUTIVE ASSISTANT

JOB DESCRIPTION

Job Title: Executive Assistant to the Head

Reports to: Head, with the HR Manager overseeing day-to-day operational matters

Job Purpose:

To provide high level, professional support to the Head on a day-to-day basis working within a busy school environment. The Job holder will additionally provide support to the wider Senior Leadership Team (SLT) in a number of areas, as outlined below. The post is full-time, 37.5 hours per week.

The job-holder must be in sympathy with the aims of the School, as part of the School community take general responsibility for promoting and safeguarding the welfare of children and young persons, and be a positive and helpful member of the School support team.

Main responsibilities:

Service Delivery

Support for the Head:

1. Representing the Head, being the main point of contact for staff, students and parents;
2. Providing high-level administrative and secretarial support;
3. Undertaking market research, data analysis and report-writing as required;
4. Continuously reviewing and improving key operational processes and procedures;
5. Maintaining the School's Development Plan within SchooliP and overseeing progress updates against key strategic objectives;
6. Undertake the role of managing logistics within the School's Critical Incident Planning.

Support for the Senior Leadership Team:

7. Undertaking and successfully delivering project work on behalf of the Head and/or SLT as requested;
8. Playing a key role in communication between SLT and the staff body;
9. Supporting the Senior Leadership Team (SLT) meetings and a limited and reasonable number of Governor Committee meetings.

Secretarial Team Leader

10. Oversee and co-ordinate the secretarial team, this will include: recruitment, induction, training, communication and team cover;
11. Motivate the team promoting continuous improvement in working practices and support for SLT and the School.

Other

12. Supporting HR on staffing issues, including recruitment of new staff;
13. Liaising with outside agencies/External Relations/Bursary/Governors/Deputy Heads/OWA as required;
14. Undertaking additional duties as reasonably requested by the Head and SLT.

This is not an exhaustive list, and will vary as the School's requirements change. Flexibility regarding working hours may be expected from time to time, in consultation with the employee.



Cheadle Hulme School

EXECUTIVE ASSISTANT - PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none">• A Levels.	A degree.
Knowledge & Experience	<ul style="list-style-type: none">• Expertise in building effective partnerships and/or relationships with key stakeholders.	<ul style="list-style-type: none">• Experience of iSAMS/student database systems.• Project Management experience.• Internal communications experience.• Report writing experience.• Experience of overseeing an administrative team.
Skills, abilities & competencies	<ul style="list-style-type: none">• Excellent IT skills to include: Microsoft Office applications – Word; Excel; Outlook Calendar; PowerPoint.• Excellent listening, verbal and written skills.• Ability to plan, organise and prioritise effectively.	

	<ul style="list-style-type: none"> • Completer/finisher. • Proven ability to use initiative and be proactive. • Excellent influencing skills. • Ability to work as part of a team. • Proven track record in excellent customer service and commitment to continuous improvement. 	
Personal qualities	<ul style="list-style-type: none"> • Flexible and able to deal with conflicting and changing demands and priorities. • Flexible approach to working hours. • Ability to cope under pressure. • Strongly self-motivated and personally resilient. • High level of integrity and confidentiality. • Creative and innovative approach to problem solving. • Willingness to take a hands-on approach as necessary. • Commitment to professional development. 	
Terms & Conditions	<ul style="list-style-type: none"> • A competitive salary (in the region of £27k to £35k per annum dependant on skills and experience). • Membership of a defined contribution pension scheme. • 25 days of annual leave (out of term-time and avoiding the period from mid-August to end of August when public examination results are released). • Free lunches. • Please see the full list of benefits on our website under Why CHS/Working at CHS. 	

Application procedure

A completed Application Form should be sent before 9am on Tuesday 20 June 2017, to the Human Resources Department, Cheadle Hulme School, Claremont Road, Cheadle Hulme, Cheshire, SK8 6EF. (Tel 0161 488 3330). Please note, a separate covering letter is not required. First round interviews will take place on Wednesday 28 June 2017, with second round interviews taking place on Monday 3 July 2017. Unfortunately if you have not heard from the School in response to your application by Friday 23 June 2017, you will not have been short-listed for interview.

Email applications are welcome to humanresources@chschool.co.uk

(Cheadle Hulme School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All appointments at Cheadle Hulme School are subject to clearance by the Disclosure & Barring Service and to identity and qualification checks).

Cheadle Hulme School is an equal opportunities employer and values a diverse workforce; we welcome applications from all sections of the community.