

Recruitment Pack

Executive Assistant



Fancy being our Executive Assistant?

Thanks for showing an interest in our Executive Assistant (EA) role. We've written this pack to help you decide whether it's right for you and to guide your application.

The school's EA provides excellent customer care and admin support for our executive team, governing board, and trustees of the Enterprise Cooperative Trust (ECT).

We're looking for an executive assistant with a knack for making things happen, managing projects, and organising people and processes. You'll excel at building strong relationships, communicating effectively, and handling multiple priorities with ease.

Experience in school governance isn't required. What matters most is that you're a skilled administrator who shares our passion, values, and commitment to lifelong learning.

If the below sounds like you, you're in the right place:

- You already work with senior leaders, enjoy using your initiative, and know how to add value to an executive team.
- You want a meaningful role in a values-based organisation and are passionate about making things better for young people in Enfield.
- You're looking for an employer that is committed to your development, wants you to flourish, and supports your career.
- You relish working in a busy environment and are motivated by getting things done.
- You have an excellent eye for detail and enjoy taking minutes, managing diaries, organising events, and making things easier and better for others.

This is a full time, permanent position paying between £37,068 and £38,058 a year. We may consider part year or term time working on a pro rata basis.

We have a fantastic benefits package, including a generous pension scheme with 19.01% employer contributions.

If you'd like to visit and meet us before you apply, please contact Ellena, our People & Culture Manager, who will gladly help ekelley@westleaschool.co.uk



Paul Quinn



Renee Flourentzou



Melanie Bignold



About the school

Based in the borough of Enfield, we provide education to children and young adults with special educational needs and disabilities, from the ages of 4 to 25. We pride ourselves on creating an inclusive environment where everyone feels welcome.

Our four campuses – Meridian, Haselbury, Learning for Life and Horizon – serve more than 500 learners and are home to 230 employees.

We're a strong community that works together with the common goal of helping each other to flourish. Our learners leave confident and able to progress onto further education and work.

We're a disability confident employer that's Investors in People accredited, with firmly held values placed at our core.

THE SCHOOL AT A GLANCE

- There has been a school at Haselbury Road since 1938, which turned into a special school in 1970.
- In 2014, there were 80 learners on a single site. We've grown a lot since then.
- We cater for students with a range of complex special educational needs and disabilities.
- We've expanded rapidly in response to increased demand across the borough of Enfield.
- Throughout their journey, learners develop vital life and work skills, as well as achieve academically.
- Our provision includes the Attendance Support Service (ASU), Home Tuition Service and a post 16 programme that enables learners to go to a local college.
- Our Travel Training Programme enables learners to travel confidently and independently.
- We actively prepare learners for adulthood and the workplace. This is key to what makes us special.
- Learners gain work experience with local employers and through our partnerships with the Enterprise Cooperative Trust (ECT) and Learning for Life Charity (LFLC).
- Our Supported Internship Programme gives young people aged 16 to 25 an opportunity to work. 80% of our interns get jobs and 90% retain them.
- We're a founder member of the Enterprise Cooperative Trust.

Our why, what and how

In September 2021, we developed our strategic framework. It's a simple image of a school with a roof, four pillars and foundations.

It helps us describe why we exist, what we're here to do and how we're going to do it. Think of it as a roadmap that guides our decisions and keeps us on the right path.

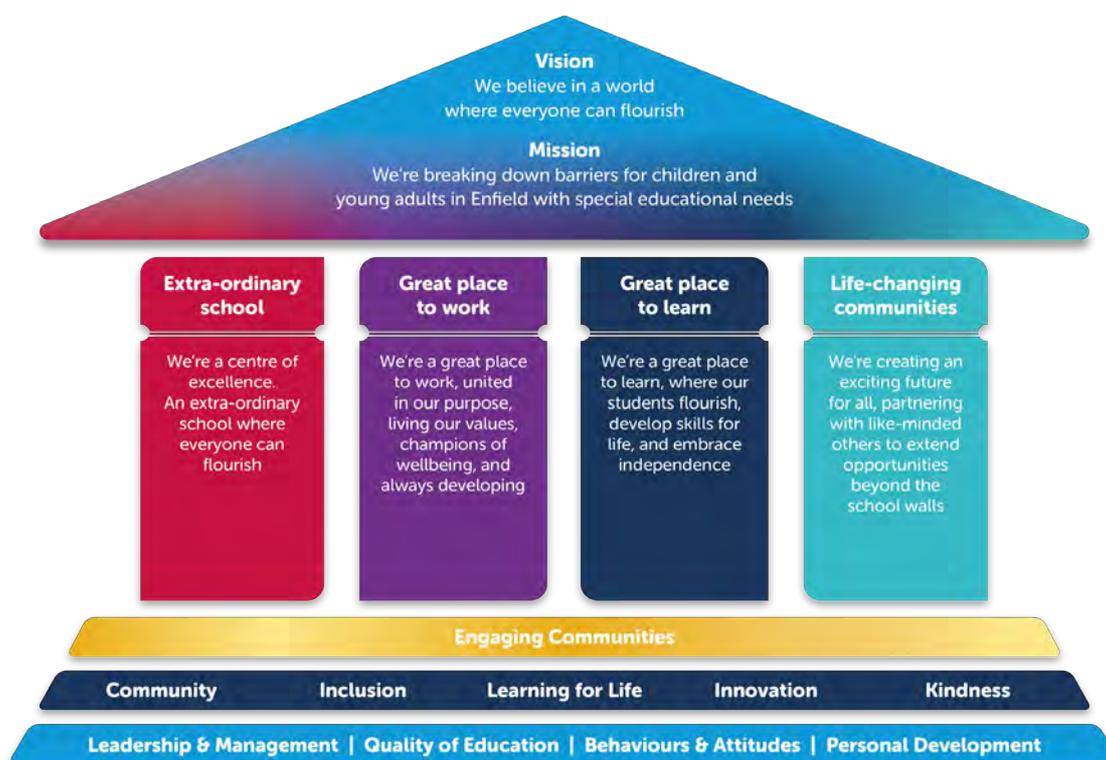
It's a useful model that frames our long-term, high-level school development plan, which we'll be working on for many years to come.

Our vision, mission and values inspire and unite us. Our vision statement explains why we exist; it's our guiding star and something we aspire to. It unites the school with the organisations in our wider family: the Enterprise Cooperative Trust (ECT) and Learning for Life Charity (LFLC).

Our mission statement describes the 'business' we're in and what we're focused on doing today and every day. It reminds us of who we serve and what we do in pursuit of our vision.

The average person spends more than 99,000 hours of their life at work. We believe that a good life is one where you spend this time doing something fulfilling and making a real difference to people's lives. That's what we're all about.

It feels great knowing that what we do each day is helping our people, learners and families to flourish.



Vision, mission and values

Our vision, mission and values guide, inspire and unite us.

OUR VISION

We believe in a world where everyone can flourish.

OUR MISSION

We're breaking down barriers for children and young adults in Enfield with special educational needs.

OUR VALUES

Learning for Life

We help learners succeed beyond the classroom. They develop skills, confidence and independence ready for adulthood, further education and work.

Community

We're one big family uniting together so everyone can flourish. We enable learners to make a difference in the local community.

Inclusion

We ensure everyone is welcome, feels they belong, and opportunities are open to all. We teach, inspire and support learners to be inclusive and value differences.

Innovation

We help learners to reach for the stars and overcome obstacles. We challenge everyone to be creative and break down barriers.

Kindness

We make kindness our default setting. We teach learners to be kind and compassionate to themselves and others. We role model this behaviour every day.

community
kindness
learning for life
innovation inclusion

One school, four campuses

Our campuses have a shared purpose, and we work together towards common goals.

Regardless of job title, location, or team, everyone has an important role to play in helping each other and our learners to flourish.

The 'golden thread' that runs between the campuses is that we help learners to build independence and confidence as they journey through the school.



MERIDIAN CAMPUS

Catering for primary aged children, Meridian is based at two architecturally different sites: one a church, and the other a modern, purpose-built school. Learners start their journey by 'Taking Off!'



HASELBURY CAMPUS

Haselbury is home to Key Stage 3 learners aged from 11 to 14, who are based on one site. We welcome students from Meridian and other local schools. Haselbury learners are 'Flying High!'



LEARNING FOR LIFE CAMPUS

Spread across two sites, Learning for Life caters for Key Stage 4 students aged 14 to 16. Here, learners are 'Soaring!' and gain independence, attending college and work experience.



HORIZON CAMPUS

Horizon Sixth is home to our post 16 learners (Key Stage 5) and our Supported Internship Programme. Spread across three sites, there really is 'No Limits!' to what our young people achieve, with many going on to further education or employment.



AN OUTSTANDING SCHOOL

Ofsted inspected in May 2023 and said we continue to be an outstanding school.

Our extended family

An outward looking and 'extra' ordinary school, we partner with likeminded people and organisations across and beyond the borough.



Our partners include the Enterprise Cooperative Trust and Learning for Life Charity. These organisations are part of the West Lea family.

We created the trust and charity to extend our reach beyond the traditional classroom. Whilst our curriculum includes life, social and work skills, through ECT and LFLC we provide more opportunity for our learners and others across Enfield.

ENTERPRISE COOPERATIVE TRUST (ECT)

A not-for-profit foundation cooperative, the ECT launched in June 2022.

The trust includes organisations from education, the charity sector, community interest groups, business and local government. We've come together to address key problems in the Enfield borough.

We aim to raise standards in local schools and create life-changing opportunities for young people. Being a member of the trust enables us to look at education in a different and collaborative way.

We're looking to make an impact in four key areas:



THE LEARNING FOR LIFE CHARITY (LFLC)

LFLC is a registered charity and ECT partner. Founded in 2014, it aims to build upon the school's life and work curriculum.

To mark its tenth birthday in December 2024, the charity's trustees refocused its vision, mission and values.

LFLC provides disabled and disadvantaged young people in Enfield with life-changing chances to work. This includes borough-wide work experience and workplace support.

LFLC brings its values of inclusion, inspiration and innovation to life through its two charity shops, numerous social enterprise projects, and Access to Work funded job coaches for early careers employees.



**Learning for
Life Charity**

Executive Assistant

About the role

PURPOSE OF THE ROLE

You'll provide excellent care and admin services, supporting the school's executive team and governing board and trustees of the Enterprise Cooperative Trust (ECT).

KEY RELATIONSHIPS

You'll work closely with the school's executive team, governing board and the ECT board, helping them to be successful and achieve their goals.

You will report into the school's People & Culture Manager.

WHO IT WOULD SUIT

You will

- Be an experienced senior administrator or executive assistant
- Be friendly, customer-focused, and an excellent communicator
- Thrive on getting things done
- Love managing projects, and organising people and processes
- Have a passion for our work and share our values
- Enjoy developing personally and professionally

You don't need to have worked in a school or with a governing board before.

PAY AND BENEFITS

This is a full time, permanent position paying between £37,068 and £38,058 a year. We have a fantastic benefits package including

- 26 days annual leave plus bank holidays.
- Generous pension scheme with 19.01% employer contributions.
- Supportive learning culture with funded continuous professional development (CPD)
- Paid membership of a professional body (if applicable)
- Professional networking opportunities
- Employee Assistance Programme (EAP)
- Free onsite parking
- Opportunity to make your mark in a highly rewarding and meaningful organisation

Executive Assistant

Job description

PRINCIPLE RESPONSIBILITIES

- Provide an excellent service to the school's executive and governing board, and ECT trustees.

WEST LEA EXECUTIVE TEAM

- Manage the diary and individual calendars for the executive team (three people).
- Ensure the team has what they need for meetings: book rooms, prepare and circulate agendas and paperwork, greet guests, provide refreshments and catering, take minutes, and proactively track and follow up on actions.
- Support the organisation of key events e.g. Executive Away Days: research and book venues, organise catering, travel and guest speakers, and circulate agendas. You may need to work an occasional weekend to support events (currently twice a year).
- Respond to communications on behalf of the executives. Executive team members manage their own email accounts and forward requests for support. This may include answering common questions, following up on requests for information, and carrying out research.
- Collate and circulate project updates, reports and documentation.

WEST LEA GOVERNING BOARD

Onboarding new and supporting existing governors

- Liaise with the school's People & Culture Administrator to ensure checks are completed for new governors in line with Keeping Children Safe in Education (KCSIE).
- Ensure that all new governors receive an induction and training plan and know where to access ongoing support and guidance.
- Ensure governors are aware of and have up-to-date copies of the Governor Handbook and policies and procedures.
- Ensure governors have access to and can use relevant systems (e.g. GovernorHub).
- Maintain the governing board's training register and book any necessary training.
- Ensure governor details are up to date on our website and relevant platforms (e.g. GovernorHub, the National Governance Association, and Get Information About Schools).
- Maintain the annual register of the declaration of business interests.

Governing board and committee meetings

- Manage the meeting calendar and send invites.
- Prepare agendas with support of the board and committee chairs.
- Ensure agendas and papers are distributed at least seven days before each meeting.
- Record and circulate decisions and actions, making owners and completion dates clear.
- Ensure absent governors are updated on discussions, decisions and actions.
- Track and follow up on actions, circulating updates and keeping things moving.

School policy documents

- Maintain the school policy register ensuring owners are notified of review dates and policies are reviewed in a timely manner.
- Ensure policies and procedures are compliant, updated, circulated, and published following approval of the governing board.
- Liaise with external bodies to seek advice under the direction of the governing board (e.g. Governor Services).

ENTERPRISE COOPERATIVE TRUST (ECT)

Onboarding new and supporting existing ECT member organisations

- Ensure nominees of new ECT member organisations receive onboarding information.
- Ensure all ECT trustees and nominated representatives have access to relevant documents.
- Keep an up-to-date database of ECT member organisations, with names and contact details of trustees and nominated representatives.

ECT board, committee and council meetings

- Manage the ECT board, committee and council meeting calendar and send invites.
- Prepare agendas with support of the committee and council chairs.
- Ensure agendas and papers are distributed at least seven days before each meeting.
- Record and circulate decisions and actions, making owners and completion dates clear.
- Ensure absent trustees are updated on discussions, decisions and actions.
- Track and follow up on actions, circulating updates and keeping things moving.
- Follow up with trustees and other stakeholders and report on action completion.

ECT marketing

- Support the trust's marketing partners with preparing and publishing marketing and PR materials.
- Support the trustees with organising marketing events, maintaining our contact database, and preparing and sending marketing updates.

PERSONAL EXCELLENCE

- Be an advocate and ambassador for our brand and culture.
- Build strong and effective relationships across the school, trust and charity.
- Be a first-class organiser, with a passion for getting things done.
- Be an excellent communicator with a people-first approach.
- Clarify what's expected of you and effectively manage priorities in a busy and fast paced environment.

GENERAL REQUIREMENTS

- Carry out any other reasonable duties and responsibilities at the request and discretion of your manager or members of the executive team, governing board, and ECT board.
- Comply with policies and procedures, seeking advice from your manager if unsure.

The tasks are an indication of what we expect you to do in the role. It's not an exhaustive list of every duty or responsibility. We may amend this document following discussion to take account of changing circumstances.

Executive Assistant

Person specification

The specification is to guide candidates and managers during the recruitment process.

Qualifications	Essential	Desirable
Educated to degree level (or equivalent) with GCSE English and maths (minimum grade 4 or grade C)	✓	
Professional qualification in business admin or similar (e.g. secretarial skills)		✓
Experience	Essential	Desirable
At least 2 years' experience as an executive or senior admin assistant to one or more senior leaders in a fast-paced environment <ul style="list-style-type: none"> Delivering an exceptional admin and support service for busy leaders, including diary management, minute taking, agenda setting, and event management Communicating and influencing others using a range of media, including writing emails and creating slide decks and briefing packs 	✓	
Experience working with a governing board or board of charity trustees		✓
Key competencies	Essential	Desirable
Build relationships. Create partnerships, build trust, share ideas, and accomplish work	✓	
Develop people. Help others become more effective through strengths, expectations and coaching	✓	
Lead change. Embrace change and set goals that align with a stated vision	✓	
Inspire others. Encourage others through positivity, vision, confidence, challenges and recognition	✓	
Think critically. Gather and evaluate information that leads to smart decisions	✓	
Communicate clearly. Share information regularly and concisely	✓	
Create accountability. Hold yourself and your team responsible for performance	✓	

Application process

To apply for the role, please review our application pack and complete the form at the following link <https://www.eteach.com/careers/westleaschool-co/>

For more information, or to arrange a visit to the school, please contact Ellena Kelley at ekelley@westleaschool.co.uk

Application deadline	5pm Friday 28 February 2025
Shortlisting complete	5pm Wednesday 5 March 2025
Interviews to be held	Week commencing 10 March 2025
Start date	As soon as possible
Salary	From £37,068 to £38,058 (NJC SO1 point 23-25)
Contract type	Full time, permanent. We may consider part year, term time only, on a pro rata basis.

We're committed to safeguarding and promoting the welfare of children and young people. If you're successful, we will complete a full Disclosure and Barring Service (DBS) check and will require proof of ID, medical clearance and the right to work in the UK.



community
kindness
learning for life
innovation **inclusion**