



## Sherwood Park School

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### Job Description & Person Specification

Sherwood Park School is an all-age foundation special school, which consists of three campuses. Sherwood Park Campus in Wallington, which provides for pupils with profound and multiple learning disabilities and severe learning disabilities

Sherwood Hill Campus in Carshalton, which provides for pupils with autism and severe learning disabilities and / or significant social and emotional difficulties that affect their capacity to cope across daily activities.

We are excited to be opening a third campus in September 2025. The Manor Campus is designed to meet the needs of primarily autistic learners as well as some with moderate learning difficulties, many of whom have additional differences and complexities. All staff are expected to work across all campuses as required.

All of our children have an Education Health and Care Plan and often have a number of dedicated professionals working with them in order to support them to reach their potential - we are very proud of our trans-disciplinary approach and place great emphasis on supporting our pupils to feel safe, well and emotionally regulated in order that they can achieve their best.

Sherwood Park School is a warm and friendly school, with high aspirations for our fantastic pupils.

<b>Job Title:</b>	<b>Executive Assistant</b>
<b>Education/Qualifications:</b>	<b>GCSE</b>
<b>Grade:</b>	<b>NJC Pay Scale, Grade PO5-PO7, Points 38-46 (£50,574 - £58,692)</b>
<b>Responsible to:</b>	<b>Heads of School</b>

## Job Description

### Overall Purpose of the Post

- To support the school's executive team with all aspects of their broad and challenging roles ensuring that they can focus on driving the vision of the school's governing board and delivering on the school development plans.

### Main Duties & Responsibilities

- Support the executive team with their work prioritisation to ensure they are able to effectively manage deadlines, tasks and their own wellbeing.
- Manage and support communication by liaising with internal and external colleagues and stakeholders related to a wide variety of projects and tasks to get things done.
- Plan and orchestrate work to ensure that the executive team's priorities are met, organisational goals are achieved, and best practices are upheld.
- Lead on the communications and marketing strategy for the school.
- Lead on the organisation of whole school events.
- Lead and project manage varying projects as decided by the executive team.
- Attend meetings, taking notes and feeding back to the executive team
- Manage all aspects of professional scheduling for the executive team, including agendas, mail, email and phone calls as appropriate .
- Coordinate complex scheduling and calendar management, as well as content and flow of information to the executive team
- Provide administrative and office support to the Executive team, such as typing, dictation, spreadsheet creation and maintenance of filing system and contacts database.
- Generate and maintain communication to all stakeholders for the Executive team under direction of the Executive team
- Maintain professionalism and strict confidentiality at all times.
- Organise team communications and plan events, both internal and off-site
- Manage and lead on the communications and marketing for the whole school, including website, social media and events.
- Liaise with external companies and stakeholders to develop and build the school's reputation.

### Safeguarding Recruitment Statement

Sherwood Park School is committed to equal opportunities, safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff and volunteers to share this commitment. All appointments are made subject to receipt of a completed application, satisfactory references and an Enhanced DBS check.

**Note**

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

**Other Relevant Factors**

The school has a no-smoking policy.

## Person Specification

Criteria	Desirable/Essential
<ul style="list-style-type: none"> <li>• Four or more years of experience in an administrative role reporting directly to senior leaders in an educational setting</li> </ul>	E
<ul style="list-style-type: none"> <li>• Successful experience of effective project management</li> </ul>	E
<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills</li> </ul>	E
<ul style="list-style-type: none"> <li>• Strong time-management skills and an ability to organise and coordinate multiple concurrent projects</li> </ul>	E
<ul style="list-style-type: none"> <li>• Proficiency with office productivity tools and an aptitude for learning new software and systems</li> </ul>	E
<ul style="list-style-type: none"> <li>• Flexible team player, willing to adapt to changes and unafraid of challenges</li> </ul>	E
<ul style="list-style-type: none"> <li>• Ability to maintain confidentiality of information related to the company and its employees</li> </ul>	E
<ul style="list-style-type: none"> <li>• Experience in successful event planning and delivery in an educational setting.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Experience in taking a lead in marketing and communications strategies.</li> </ul>	E
<ul style="list-style-type: none"> <li>• An understanding of neurodiversity in the workplace and how to work alongside colleagues who “think differently” to empower them to be the best they can be.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Experience in developing internal processes and filing systems</li> </ul>	D
<ul style="list-style-type: none"> <li>• Overseeing critical tasks and projects for senior leaders.</li> </ul>	D
<ul style="list-style-type: none"> <li>• Resolving issues before they reach the Executive team’s desk.</li> </ul>	D
<ul style="list-style-type: none"> <li>• Creating presentations and reports,</li> </ul>	D
<ul style="list-style-type: none"> <li>• Preparing communications on the Executive team’s behalf — drafting, formatting, and proofreading documents, briefs, reports, and presentations</li> </ul>	D
<ul style="list-style-type: none"> <li>• Maintaining records, databases, and filing systems</li> </ul>	D
<ul style="list-style-type: none"> <li>• Acting as the first point of contact for staff.</li> </ul>	D
<ul style="list-style-type: none"> <li>• Screening and answering phone calls, emails, and managing other channels</li> </ul>	D
<ul style="list-style-type: none"> <li>• Ensuring the Executive team has the right brief for their meetings / presentations.</li> </ul>	D
<ul style="list-style-type: none"> <li>• Take minutes and participate in important meetings on their behalf or provide overall assistance during presentations</li> </ul>	D
<ul style="list-style-type: none"> <li>• Reminding and supporting the executive team of important tasks and deadlines</li> </ul>	D

- Managing different ad hoc tasks to support the executive team.

**D**