



# Job Description and Person Specification

<b>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>	
Job Title:	Executive Assistant
Summary of the role:	As a member of the School's Business Management Team (BMT), the Executive Assistant will give administrative support to the Headmaster, Deputy Headteachers and Governors of the School.
Main duties and responsibilities:	<ul style="list-style-type: none"> <li>• Assist in the management of the Headmaster's diary and provide general administrative support, acting as gate-keeper to the Headmaster and Deputies, providing a courteous, professional, confidential point of contact.</li> <li>• Provide full secretarial and administrative support to the Governors: collating and issuing Board papers, organising training, maintaining other Governance records, assisting Senior Leadership Team in preparation of papers and reports for Board meetings.</li> <li>• Organise and oversee social events hosted by the Headmaster.</li> <li>• Provide administrative support to the Deputy Head Academic for the Academic Monitoring Schedule and Performance Development Review, assisting in the scheduling of meetings and diary management, support the preparation of the Assessment Calendar, taking minutes as required at Academic Board meetings, issuing detention emails from Class Chart entries.</li> <li>• Provide administrative support to the Deputy Head Pastoral to include diary management, scheduling appointments with parents, maintaining Serious Sanctions Log, preparing letters to parents, manage the administration of termly Celebration Assembly, issuing 'reflection'/detention emails to parents and staff..</li> <li>• Set up and manage the administration of Parent Consultation Evenings, GCSE and Sixth Form Options Evenings.</li> <li>• Minute formal meetings as required.</li> <li>• Assist in the administration of Sixth Form and other pupil interviews with members of the SMT and Senior Leadership Team, liaising with the Admissions Team to arrange prospective pupil visits.</li> </ul>



# Job Description and Person Specification

- Provide administrative support for the recruitment of staff, exam results days and start of the new Academic Year.
- Organise UK and overseas travel for the Headmaster and Deputies.
- Organise hospitality arrangements for meetings.
- Support in the administration of Quaker Head conferences.
- Provide wider administrative support to members of SLT as and when required.
- Minute takes for the weekly staff meeting.
- Deputise for the Senior Administrator in her absence and undertake any tasks to assist the smooth running of the school's administrative support in periods of high workload and staff absence, providing cover for the reception on occasion should the need arise.
- Undertake ad hoc projects on behalf of the Headmaster and the Deputy Headteachers.

**You may also be required to undertake such other comparable duties as the Headmaster or your line manager requires from time to time.**



# Job Description and Person Specification

Person Specification			
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<p><i>The professional, technical or academic qualifications that the Applicant <b>must have</b> to undertake the role or the training that they <b>must have</b> received</i></p> <ul style="list-style-type: none"> <li>• Educated to A level or equivalent</li> </ul>	<p><i>The professional, technical or academic qualifications that the Applicant <b>would ideally have</b> to undertake the role or the training that <b>they should ideally have</b> received</i></p> <ul style="list-style-type: none"> <li>• Administrative qualification</li> <li>• Shorthand</li> <li>• Safeguarding and Safer Recruitment Qualifications</li> <li>• Typewriting RSAII</li> </ul>	<ul style="list-style-type: none"> <li>• Production of the Applicant's certificates</li> <li>• Discussion at interview</li> <li>• Independent verification of qualifications</li> </ul>
<b>Experience</b>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to predict</b> success in the role</i></p> <ul style="list-style-type: none"> <li>• Proven provision of administrative support for senior level managers</li> </ul>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to contribute to</b> success in the role</i></p> <ul style="list-style-type: none"> <li>• Experience of working in an educational environment</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>



# Job Description and Person Specification

<b>Skills</b>	<p><i>The skills <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Organised and efficient worker</li> <li>• Accurate</li> <li>• Good time-management skills</li> <li>• Ability to multi-task</li> <li>• Good telephone manner</li> <li>• High level of integrity, tact, diplomacy &amp; confidentiality</li> <li>• Ability to work independently, effectively and collaboratively with colleagues</li> <li>• Highly proficient with Microsoft Office; ability to develop smarter ways of working</li> <li>• Ability to undertake routine tasks efficiently and effectively</li> </ul>	<p><i>The skills that would <b>enable</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Problem solving/solution focused</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
<b>Knowledge</b>	<p><i>The knowledge <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Microsoft Office Suite</li> </ul>	<p><i>The knowledge that would <b>enable</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• SIMS</li> <li>• Compliance in Education sector</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>



# Job Description and Person Specification

<p><b>Personal competencies and qualities</b></p>	<p><i>The personal qualities that the Applicant <b>requires</b> to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> <li>• Calmness when under pressure</li> <li>• Highly organised</li> <li>• High standards of integrity, tact, diplomacy and confidentiality</li> <li>• Ability to adapt quickly to a fast – paced environment</li> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Supportive of the Quaker ethos and principles</li> </ul>	<p><i>The personal qualities that would <b>assist</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Good sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
---	--	---	--