

## WARWICK INDEPENDENT SCHOOLS FOUNDATION



Warwick  
Preparatory  
School



King's  
High  
WARWICK



Warwick  
School

### JOB DESCRIPTION

<b>Post Title</b>	<b>Executive Assistant to Head</b>
<b>Hours/Weeks per year</b>	Term time : 37 hours per week 36 weeks a year School Holidays : 20 hours a week 6 weeks a year
<b>Salary Point</b>	WISF point 24 with progression to point 27
<b>Emphasis</b>	Senior administrator
<b>Line managed by</b>	Headmistress
<b>Line manages</b>	4 posts <ul style="list-style-type: none"> <li>• Admin Assistant (Pupil Welfare)</li> <li>• Admin Assistant</li> <li>• Admin Assistant (Pupil Activities)</li> <li>• Admin Assistant (Finance/HR)</li> </ul>
<b>Location</b>	Warwick Preparatory School
<b>Start Date</b>	To be discussed

#### **Purpose of this Job Description:**

The Foundation considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

#### **Key accountabilities:**

The Executive Assistant (EA) is the school's leading support staff professional and works alongside the Senior Leadership Team to assist the Headmistress in her duty to ensure that the school meets its and the Foundation's educational aims, with specific reference to the smooth and effective operation of the administrative and support services of the school. Specifically, the EA provides confidential, professional and efficient administrative support to the Head. Key to success in this role is to provide a friendly, approachable and warm welcome to all visitors, staff, parents and pupils and to operate with the highest professional standards in support of the Head; to ensure that the office runs smoothly and to act as an ambassador for the school and Head in all matters.

#### **Responsibilities**

##### **Administrative support to the Head**

- Be responsible for confidential secretarial, administration and clerical duties relating to all aspects of the Head's work including management of diary, correspondence and records;
- Ensure the Head is briefed for all meetings with relevant correspondence, documents/presentations and in the Head's absence refer matters to relevant member of the Senior Leadership Team for action;
- Take minutes of Head's meetings as required;
- Be responsible for all the Head's administrative filing including confidential files;
- Liaise with the Governing Body, the Foundation Secretary's PA and the other Heads' PAs as required;
- Manage hospitality for meetings and events/functions throughout the year;
- Receive and appropriately deal with all incoming electronic communications to the Head's general email address;

- Liaise, as necessary, with Local Authority services, DfE, ISI, ISC, IAPS and other agencies on behalf of the Head.

### **School Administration**

- Manage and develop the whole school administrative function, maintaining administrative systems that deliver outcomes based on the School's aims;
- Work in close liaison with the Senior Leadership Team on whole school administration processes;
- Be responsible for the general management and development of the school's electronic administrative systems and for the maintenance of the administrative modules of the Management Information System;
- Be responsible for management of all the school's administration policies, procedures and data management systems;
- Administer policy review cycle and ensure all school policies formulated by the Head, Governors and Staff are updated, well presented and available in electronic and paper format;
- Ensure that all pupil-related returns e.g. absence, school census, assessment etc. are generated and submitted to the relevant agencies correctly and in a timely manner;
- Oversee all pupil data collection in liaison with the Pupil Welfare admin assistant;
- Ensure that staff & parent handbooks are reviewed regularly and published;
- Liaise with Admissions to ensure smooth transition from 'prospective' to 'current';
- Oversee production of all school letters, forms, publications, e.g. Learning Journeys, Parents' Handbook, ABC directory;
- Oversee info@email and parents@email distribution;
- Co-ordinate arrangements for main school invites/invitations;
- To meet regularly with the catering manager to provide support, review progress and plan any identified areas for development;
- Consult with relevant people to introduce new technology or improve existing technology/systems for the benefit of school administration.

### **Shared Services**

- To liaise, as delegated by the Head, with shared services. Manage link processes that interact effectively and efficiently with shared services and the other Foundation schools;
- In liaison with the Head and Head of HR, maintain procedures for the recruitment of staff so that an effective, efficient and legally compliant process is maintained within the school;
- Oversee administration related to staff recruitment, advertising and interviews.

### **Safeguarding and Protection of Children and Young Persons**

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

### **Health and Safety:**

As an employee you are expected to:

1. to take reasonable care of your own health and safety
2. to take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
3. to co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
4. not to interfere with or misuse anything that's been provided for your health, safety or welfare

5. to report any injuries, strains or illnesses you suffer as a result of doing your job
6. to tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury)
7. if you drive or operate machinery, to tell your employer if you take medication that makes you drowsy

	Person Specification	
	Essential Criteria	Desirable Criteria
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Hold a recognised Business Administration qualification such as LCCI Diploma, BTEC, HND, RSA, AAT/NVQ Level 3 or CSBM (or equivalents). <i>Where such qualifications are not held, applicants must have significant experience in several of the areas outlined in this job description, have evidence of continued recent relevant professional development.</i></li> <li>Completed a broad education that includes GCSE grade C and above in English Language and Maths (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Educated to degree level or equivalent</li> <li>Computer Literacy and Information Technology (CLAIT) level 3 or European Computer Driving License (ECDL) advanced level or equivalent</li> </ul>
<b>Experience/ Knowledge</b>	<ul style="list-style-type: none"> <li>At least 3 years' experience of working in an educational environment</li> <li>Experience of working on whole school administration and at senior PA level</li> <li>Experience of leading a team and managing others, including conducting appraisals and/or monitoring performance, recruiting and inducting new staff</li> </ul> <p>Demonstrate experience of working with computerised accounting and/or database systems such as SIMS/SAP/FPS or equivalent</p>	
<b>Abilities, Skills and Attributes</b>	<ul style="list-style-type: none"> <li>Demonstrate a 'can do' attitude with excellent communication skills both on phone and in person that allows effective communication at all levels of school staff, governors, pupils, contractors and visitors to the school</li> <li>Demonstrate ability to use own initiative and able to prioritise workloads; have high levels of time management and organisational skills</li> <li>Demonstrate attributes of discretion, tact and diplomacy</li> <li>Proven experience of successful diary management at a senior level to ensure proactive and effective systems are in place to support the Head/Executive</li> <li>Be completely loyal and trustworthy in providing personal secretarial service to the Head</li> <li>Self-motivation, initiative, drive and commitment to ongoing improvement</li> <li>Exemplary communication skills, both written and verbal, and ability to build professional relationships with a wide range of people in an extensive range of contexts</li> <li>Proven managerial/team-leading skills to develop and facilitate a strong team</li> </ul>	

	<ul style="list-style-type: none"> <li>• Inspires others and instils loyalty through own professional approach and ethos within the team</li> <li>• Excellent team-working skills</li> <li>• Demonstrate an aptitude and acceptance of working within an environment that has numerous interruptions, changing workload demands and new organisational challenges, be able to work under pressure and meet deadlines whilst producing work that is accurate and with a high level of numeracy</li> <li>• Demonstrate a personality that supports working within an environment with young children and be sympathetic to the school's ethos and aims and meet the expectations of the school's governing body</li> <li>• Be fully compliant with the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health &amp; Safety and inclusion</li> </ul>	
<b>Safeguarding Children, Young People and Vulnerable Adults</b>	<ul style="list-style-type: none"> <li>• Understands their role in the context of safeguarding children, young people and vulnerable adults</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of supporting Head/Senior Management team with complex, confidential and sensitive issues within a safeguarding context</li> </ul>
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• Understanding of the requirements of Equality and Diversity</li> </ul>	

<p><b>Declaration</b></p> <p>I have received a copy of this job description and undertake to carry out the duties as described.</p> <p>Employee Signature ..... Date .....</p> <p>Print name .....</p>	
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