



Job Description

Post: Executive Assistant to the Principal

Accountable to: Principal

Salary: JE7 26 – 30, £35,538 - £38,023 for a 35 hour week, *Trust full time hours are 35 per week. This role is required for **37** hours a week. The additional hours are subject to an hourly rate paid by an allowance (Salary is pro-rata'd to Term Time plus 1 week)

Working Pattern: 37 Hours per week – 43 weeks per annum (Term Time plus 4 weeks)

Term time Monday – Friday 08:00 – 16:00 working on site, with one day a week until 18:00.

Holiday time Monday – Friday 09:00 – 17:00 with some flexibility to work from home (as agreed with the Principal).

Location: City of London Academy (Southwark)

Disclosure level: Enhanced

Main Purpose

Firstly, to support the Principal in the smooth running of the academy, providing a high quality and efficient, people-oriented approach to operational matters as well as strategic to enable the smooth running of the Principal's day-to-day activities in the Academy.

Secondly, to oversee the strategic planning calendar of the academy alongside the Principal. Included in this is oversight of SLT meetings and strategy days as well as research into latest developments in education to support the academy's journey to outstanding.

Thirdly, to parachute into areas of the academy where leadership and/or operational management is required on a short-term basis. (Examples historically have been relating to Covid testing, tracing and communications as well as HPV Vaccinations)

Key Accountabilities

Administrative Support to the Principal

- ✓ Act as the primary point of contact within the Academy for staff, governors, parents, outside agencies and others seeking consultation with the Principal, in order to ensure that the Academy enjoy a high and impressive reputation for responsive, customer-friendly service
- ✓ Assist the Principal in organising their workload, prioritising to ensure that they are able to respond to particular matters within timescales identified or to agreed priority action lists and ensure that agreed actions by the principal are followed up in a timely manner
- ✓ Act on behalf of the Principal where appropriate for incoming and outgoing letters/emails, requests for meetings, answering questions and queries on their behalf and aiming to resolve these where appropriate
- ✓ Support the Principal with diary management including strategic oversight of the weekly and whole school calendar
- ✓ Support the Principal with the production and delivery of weekly communications with parents and carers
- ✓ Preparation and running of meetings; logistics, room bookings, visitors arrival/welcome, refreshments, minute taking and timely write up. Provide administrative and secretarial support for meetings on an ad hoc basis

- ✓ Coordinate logistics for a range of internal operational matters/events at the direction of the Principal
- ✓ Lead on Strategic Working Groups alongside Senior Leaders
- ✓ Compose draft responses, liaising with a wide array of stakeholders in line with the values and practices of the Academy
- ✓ Support the Principal with travel arrangements, the raising of purchase orders and expense claims
- ✓ Oversight of all paperwork, communications and organisation of meetings relating to exclusions and permanent exclusions
- ✓ Act as the primary point of contact for Governors and affiliates of the City of London seeking to communicate with the academy, providing timely and accurate information as requested
- ✓ Produce documents, spreadsheets, briefing papers, reports and presentations as required by the Principal
- ✓ Undertake research and produce reports into any relevant area of school operations and strategy at the direction of the Principal
- ✓ Ensure that agreed actions by the Principal are followed up in a timely manner
- ✓ Willingness to attend pre-agreed after-school SLT meetings and occasional other meetings
- ✓ High level of professionalism to understand and maintain the confidential nature of the information shared via the Principal and other senior colleagues regarding Academy staff and student information

Events Management within the Academy

- ✓ Responsible for the oversight and facilitation all staff events for the end of term/half-term
- ✓ Responsible for the annual Awards Evening and associated Governors Reception with over 100 guests
- ✓ Oversee the logistics and delivery of Open Events and Taster Days for prospective students / parents and carers
- ✓ Assist with the preparation and running of interviews between students and external speakers for events within the personal development curriculum
- ✓ Coordinate logistics and dissemination of parent events including parent forums and focus groups
- ✓ Oversight of staff departures and ensuring collections are in place
- ✓ Undertake administrative procedures to ensure that the Principal is aware of all significant staff events; i.e. Birthdays, engagements, bereavements, births, weddings and staff departures and that appropriate processes are in place to acknowledge these events
- ✓ Oversight of the HPV vaccines logistics – including communication, on-site logistics and follow up from parents

Marketing within the Academy:

- ✓ Assist the *Fundraising and Marketing Manager* with marketing of the Academy to achieve a consistent look / feel across marketing outlets including the school prospectus, website and social media.
- ✓ Oversee the content creation for the student planner each academic year.
- ✓ Oversee, with the Senior Assistant Principal, many areas relating to Year 6 into 7 transition, including primary school visits, the Year 7 Toolkit and materials for prospective parents, the summer school and weekly transition meetings.
- ✓ Ensure the Academy's website and staff site are up to date with the latest news, legislative documentation and job vacancies

Supporting other areas of the Academy

- ✓ Provide some administrative support to Senior Leaders when workload permits and when agreed with the Principal
- ✓ Provide administrative support/cover within other parts of the academy when workload permits and when agreed with the Principal
- ✓ Willingness to attend occasional and pre-agreed after school events
- ✓ Assist with the Academy reading programme by taking on the responsibility of a reading group
- ✓ Coordination of SLT school visits to other exceptional schools, as part of the SIP process
- ✓ Coordination of SIP processes, including day and/or residential events linked to this

All other appropriate actions befitting the role at the discretion of the Principal.

Safeguarding Children

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.



Person Specification

Our Values and Vision

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London schools and academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'.

Our Staff

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

	Essential	Desirable
Qualifications		
Good academic qualifications including at least a Grade C or Higher in GCSE English and Maths	Y	
A-Level/equivalents of a good standard	Y	
University degree	Y	
Commitment towards training and qualifications		Y
Experience, Skills and Knowledge		
At least 2 years experience of working in a professional environment in an administrative/similar role	Y	
Experience of working with multiple stakeholders and balancing competing demands and priorities	Y	
Experience of maintaining confidentiality	Y	
Experience in an personal/executive assistant role		Y
Experience of working in a school setting		Y
Advanced MS Office skills: word, excel and PowerPoint	Y	
Excellent written communication skills including proof-reading skills	Y	
Attention to detail	Y	
Event management skills	Y	
Good operational awareness: a clear understanding of the inter-related nature of organisational actions and impacts	Y	
Ability to understand a wide range of information and distil it down into clear messaging, priorities and actions	Y	
Ability to hold others to account when deadlines have been missed; not afraid to have the right conversations at the right time	Y	
Advanced Googledocs skills		Y
The assimilation of data into coherent reports and analysis		Y
Use of SIMS or other similar MIS		Y
Personal Qualities		
An utter belief that all people – in particular colleagues and students – can succeed if given the right support and guidance	Y	
A commitment towards acting with integrity at all times	Y	

Personal ambition for yourself and your own development and a commitment towards undertaking career training and development appropriate to this	Y	
A collective ambition for the success of the academy	Y	
Personal resilience when the going gets tough, and a commitment to getting the job done, whatever it takes.	Y	
A sense of duty towards the wider world, often placing the needs of others and the greater good ahead of your own	Y	
Be approachable and person centred. Have a firm desire to speak with staff face-to-face wherever possible as opposed to over-reliance on email and other electronic mechanisms	Y	
Be a positive role model at all times and a highly effective and respected representative of the Academy	Y	
A good time manager with the ability to prioritise and meet deadlines and able to respond to spontaneous events and work well under pressure	Y	
Other		
Commitment to safeguarding and promoting the welfare of children and young people	Y	
Willingness to undergo appropriate checks, including enhanced DBS Checks	Y	
Motivation to work with children and young people	Y	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	Y	