



Queen's College, London

Established 1848

Executive Assistant to the Principal and Bursar

The Role

The role of EA to the Principal and Bursar is to fully support the Principal and Bursar with all of their organisational and administrative requirements, together with elements of wider school administration by managing the School Office for two days per week. This will involve close collaboration with the Office Manager and Receptionist to ensure a seamless and efficient administrative service to the College.

The EA will be based in the School Office for two days per week to cover for the Office Manager who works the other three days per week. This involves providing support to the Receptionist, answering the phones, dealing with queries and managing visitors. The role will also deal with pupil and staff queries and take on small administrative tasks.

Key Responsibilities

Reporting to: The Principal and Bursar

- Manage the Principal's and Bursar's busy and complex diary and prioritise their time, ensuring that meetings are arranged with consideration for various priorities as well as ensuring the most effective use of their time.
- Act as the first point of contact for pupils, staff, parents and visitors to the Principal and Bursar and handle all enquiries in a courteous and professional manner.
- Oversee incoming emails, post and phone calls, prioritising and helping to draft responses where appropriate.
- Respond to routine and confidential correspondence both electronically and in hard copy.
- Attend and minute governing body (the Council) meetings (often running from 5.00pm to 7.00pm), up to four times per term, and any other confidential meetings.
- Organise the Principal's and Bursar's paperwork as required for meetings etc.
- Manage shared drives and other forms of file storage, ensuring materials are organised in an efficient manner.

- Attend meetings as required, taking accurate notes and distributing agreed minutes and action points.
- Organise events as required.
- Provide administrative assistance on key priorities for the Senior Leadership Team (SLT) and the Council.
- Attend all Open Events and assist with preparation as required.
- Work in partnership with other departments including administration, site and facilities, HR, finance, IT and marketing to ensure a well-run, welcoming and efficient school.
- Work closely with the Head of Admissions to support the admissions process and ensure the Principal's time is allocated accordingly.
- Potentially meet new and prospective parents with the Head of Admissions before they meet the Principal.
- Work with the HR department during the process of appointments to manage the Principal's and Bursar's involvement.
- Manage the Principal's and Bursar's school credit cards and any expense claims.
- Book any conferences and travel for the Principal and Bursar.
- Use a range of office software to ensure the efficient running of the office.
- File and archive records accurately.

School Office cover

- Manage the day-to-day operation of the front office.
- Manage and administer the reception and hosting of parents and visitors to the College.
- Provide administrative support to the SLT.
- Provide administrative support and guidance to teaching staff.
- Manage the Queen's mailbox.
- Send Queen's College Parents' Association (QCPA) emails on their behalf.
- Purchase items on the College credit card and Amazon account for staff.
- Purchase stationery and ensure stationery items are replenished.
- Book rooms on the room booking system.
- Order flowers and thank you gifts for events.
- Administer mobile phone bookings.
- Assist with the fire evacuation procedure and roll call.

Other Duties

- Attend training sessions, as required.
- Undertake other reasonable duties that are commensurate with the post, as required.

All staff are expected to:

- Be aware of and committed to the ethos and values of Queen's.
- Take an active role in the development and implementation of school policies and in the whole life of the school.
- Ensure that there are equal opportunities for all.
- Adhere to school policies and procedures.
- Be fully committed to safeguarding and promoting the welfare of children.

Person Specification

- Sound judgement and discretion in handling confidential matters.
- Enthusiastic, friendly, professional approach.
- Act in a confidential manner with discretion.
- Ability to work at a fast pace with a 'can do' helpful approach.
- Ability to work within a team as well as on own initiative.
- Excellent administrative and organisational skills with a proven track record.
- Computer literate with high levels of knowledge and competence using software to include Microsoft 365 packages and familiarity with databases and the generation of reports.
- Working knowledge of and ability to use the School's MIS and communication systems.
- Ability to organise and prioritise work, to effectively manage conflicting deadlines as required whilst observing confidentiality at all times.
- The ability and confidence to deal in a professional manner with all levels of staff and with parents and visitors within the busy academic school environment.
- Proven ability to work proactively and with attention to detail.
- Understanding of safeguarding requirements within an educational setting.
- Commitment to the ethos and values of Queen's College, London.

Terms and Conditions

- Permanent position
- Term time only plus some additional days in the holidays to be agreed; full-time
- Start date: September 2025
- The salary for this role will be £40,000 – £45,000 FTE, dependent on qualifications, skills and experience
- Normal working hours – 0800 to 1700, Monday to Friday with some flexibility required (flexible hours may be available on request)
- The role will be based in school for five days per week; two of these days will be based in the School Office
- Free lunch in the Dining Hall during term time
- Healthcare insurance (taxable benefit)
- Defined contribution pension scheme (up to 10% employer contribution)
- Wellness Allowance
- Cycle to Work Scheme
- Employee Assistance Programme

Queen's College, London is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo the requisite pre-employment procedures, including checks with past employers and the Disclosure and Barring Service.

During the shortlisting process, Queen's College, London will consider carrying out an online search on shortlisted candidates as part of its due diligence.

This post is 'exempt' from the Rehabilitation of Offenders Act 1974; all shortlisted applicants will be required to declare:

- *All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974*
- *All spent adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020*

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further guidance on disclosure can be found [HERE](#).

Queen's College, London recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome applications from people of all backgrounds.