

Job Description: Executive Assistant to the Senior Leadership Team

Responsible to:	Headteacher
Salary:	Scale 5 to 6 - £26,543 to £30,615 (FTE)/£23,321 to £26,899 for 42 weeks
Contract:	Term time (39 weeks) plus 3 additional weeks
Start date:	ASAP
Purpose:	To provide personalised and timely support to the senior leadership team with organisation, scheduling, correspondence and meetings. Take responsibility and ownership of clerking for the governing body. To liaise, with other school staff and others outside the school, particularly parents, professional associations and the local community, in a highly professional manner and representing the high standards of the organisation.
Main duties	<ul style="list-style-type: none"> • Act as the point of contact for the Headteacher and the senior leadership team • Organise and schedule meetings (internal and external) • Prepare meeting agendas, perform research for meetings, and take minutes during meetings • Book travel arrangements for senior leaders and other staff members • Maintain senior leader office correspondence, craft routine electronic correspondence and maintain social media presence • Manage the diaries and schedules of senior leaders and occasional event management. • Communicate with the governing body, schedule board meetings and arrange meeting agendas and corresponding documentation • Liaise with visitors • Maintain a strong working relationship with other relevant operation teams, HR, Finance, IT, Facilities, Admin • Work closely with HR personnel to organise recruitment processes • Handle all calls affably and efficiently • Administrative tasks, including booking meeting rooms and lunches and arranging team events • Collation and preparation of presentations and proposals using Google Workspace, Word, Excel and Powerpoint • Managing inboxes and email correspondence • Manage information flow in a timely and accurate manner • Format information for internal and external communication - memos, emails, presentations, reports • Handle all confidential correspondence with discretion • Liaise with senior leaders concerning priorities, deadlines, policies and procedure

	<ul style="list-style-type: none"> • Undertake all administration relating to the exclusion of students • Attend occasional open evenings, prize giving and other school events as required • Organise workload and prioritise on a daily basis using own initiative and knowledge of the work, with minimum direct supervision from the senior team <p>This is not an exhaustive list of duties and responsibilities.</p>
Other:	<ul style="list-style-type: none"> • To carry out other reasonable tasks from time to time as directed by the Senior Leadership Team • Strong commitment to furthering equalities in both service delivery and employment practice. • You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with. • To represent the core School 21 values, humanity, community, responsibility, excellence, openness and integrity.
Education	<ul style="list-style-type: none"> • Educated to at least Level 3 A Level standard
Experience	<ul style="list-style-type: none"> • Experience of using a wide range of office equipment and ICT software, information systems in an administrative environment
Desirable	<ul style="list-style-type: none"> • Knowledge of and commitment to school policies including Child Protection, Health & Safety and Equal Opportunities • High level of ICT skills including knowledge of Microsoft Excel, Word, PowerPoint, Access and Google Docs
Skills	<ul style="list-style-type: none"> • Exceptional organisational and diary management skills • High levels of flexibility and adaptability • Flawless communication and presentation skills, both written and verbal • Excellent telephone manner • The ability to multitask and prioritise an ever changing workload • The ability to work under pressure and meet deadlines • Problem solving and decision making skills • The ability to work autonomously • The ability to know which emails, reports, telephone calls etc. need to be passed to senior management, and which do not