WOLVERHAMPTON GRAMMAR SCHOOL

Executive Assistant

Salary: £30,538 per annum FTE,
£25,605 per annum (Actual Pay) Scale Point 30
Hours: 9.00am - 5.00pm, Monday to Friday, Term Time Only plus 1 week
Contract: Permanent

PROVIDING AN EDUCATION THAT TRANSFORMS LIVES AS WELL AS MINDS

WolverhamptonGrammarSchoolis one ofthe oldest schoolsinthecountry,founded in1512.As aselective and co-educational **independent school for pupils aged 4-18 years, it enjoys an outstanding reputation. This is your opportunity to join our award-winning, nationally recognised and forward-thinking School.**



We are seeking an organised and proactive Executive Assistant to lead and support the School's governance function. This key role will act as Clerk to the Board of Directors and its committees, ensuring effective governance, regulatory compliance and high-quality administrative support. The postholder will also line manage the administrative team, support senior leaders with governance and policy matters, and contribute to cross-school projects that improve operational effectiveness. This is an excellent opportunity for someone with governance, executive assistant or high-level administrative experience who thrives in a collaborative and professional environment.



For more information about the School and to download an Application form, visit www.wgs.org.uk or contact Carrie Clines telephone: 01902 421326 email: recruitment@wgs-sch.net

CLOSING DATE FOR APPLICATIONS: Monday 30th November 2026 at 8am
INTERVIEWS WILL BE HELD THE FOLLOWING WEEK

Wolverhampton Grammar School is committed to safeguarding. There will be an enhanced DBS check prior to the appointment. Registered Charity Number: 1125268.

JOB DESCRIPTION: Executive Assistant

Summary of the role:

To provide administrative support to key operational functions across the School and line manage members of the administrative team.
The postholder will also provide professional governance support to the Governing Body (the 'Board of Directors') and its committees, ensuring that governance arrangements operate effectively, efficiently and in accordance with regulatory requirements and best practice. The Executive Assistant will act as Clerk to the Governing Body, supporting Directors, the Head and Senior Leaders by coordinating governance activities, maintaining statutory records, monitoring compliance and facilitating effective decision-making.

The role will include occasional evening meetings.

Contract/Hours of Work:
Full time, Permanent, 9.00am-5.00pm Monday to Friday, Term Time Only plus 1 week

Pay:
£25,605 per annum (Actual Pay) £30,538 per annum (FTE) (Scale Point 30)

Line Manager:
Director of Finance and Operations

Key Responsibilities
Leadership and Administration

- Line manage the administrative team, providing day-to-day support and oversight.
- Provide administrative support to the Head and Director of Finance & Operations as required.
- Support governance-related projects and policy review processes.
- Assist with cross-departmental projects, particularly those involving governance, compliance or operational improvement. This may include some occasional administrative support for the finance department (no prior experience required).

Governance

- Act as Clerk to the Board of Directors and its committees.
- Coordinate Directors' meetings, including agendas, papers, minutes and action logs.
- Maintain the annual governance calendar and ensure key deadlines are met.
- Manage Director records, declarations, appointments and training.
- Provide procedural advice and support to Directors and Senior Leaders.
- Support compliance with regulatory and inspection requirements.
- Maintain governance records and documentation.

General Responsibilities

- Maintain confidentiality and comply with safeguarding, health and safety, data protection and other School policies.
- Promote and uphold the values and ethos of the School.
- Work flexibly and collaboratively in response to the operational needs of the School.
- Undertake other duties commensurate with the nature and level of the post.

PERSON SPECIFICATION: Executive Assistant

	Essential	Desirable	Method of assessment
Experience	<u>These are qualities without which the Applicant could not be appointed.</u> The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role: ·Experience as a Governance Officer, Clerk to Governors, Executive Assistant or similar role. ·Experience servicing boards, committees or senior leadership meetings. ·Exceptional organisational, communication and minute-taking skills. ·Ability to manage confidential information with discretion. ·Experience of supervising or line managing staff. ·Strong Microsoft 365 skills.	<u>These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.</u> The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role: ·Experience within an independent school, education, charity or not-for-profit setting. ·Knowledge of governance, compliance and regulatory requirements. ·Experience of financial administration, including purchase ledger processing, invoice reconciliation and maintaining accurate financial records.	Contents of the application form Interview Professional references

This job description is not exhaustive and may be reviewed to reflect the changing needs of the School

<u>Safeguarding</u>
Wolverhampton Grammar School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be subject to appropriate pre-employment checks, including an enhanced DBS check.
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