



## **Executive Assistant to the Headmaster**

**Purpose** The EA to the Headmaster is responsible for acting as the first line of contact for the Headmaster, diary management, the maintenance of administrative systems and filing, and for general secretarial and administrative duties.

The incumbent of this position comes into contact with a wide range of adults and pupils and provides a warm welcome to visitors and other contacts whilst operating at the highest professional standards in support of the Headmaster.

**Accountable to** The Headmaster

**Responsible for**

- To provide confident interaction with colleagues, members of the extended school community, parents, pupils and visitors. The Headmaster's EA is a key element of the public face of Ashford School.
- To act as first line contact, using discretion and tact to ensure telephone callers and visitors receive a professional response, and are dealt with by the appropriate person.
- To generate an environment of efficiency and provide a warm welcome at all times.
- To act as an important conduit between the Governors, United Learning Trustees and Officers as well as Parents, Alumni, Staff and Pupils.
- To support the School's leadership team, contributing to discussion and taking and circulating minutes of weekly meetings.
- To assist in maintaining a smooth-running and efficient office by dealing with all administrative functions and anticipating and scheduling regular events and meetings, minuting the latter where appropriate.
- To lead the Senior School Reception staff to ensure delivery of all office activities. Identify training and development opportunities for individuals and the team.
- Support recruitment and HR processes by preparing job packs, interview schedules, and note-taking as required.
- To provide support in producing written paperwork for meetings and the Governing Body.
- To liaise with members of the academic and non-teaching staff as appropriate.
- To organise day-to-day time management and to provide support with email and written correspondence.
- To organise and manage paperwork adhering to Data Protection regulations, including GDPR and United Learning policies.
- To organise all formal communications including performance review and probation correspondence.
- Support with policies and procedures including updating and proof-reading where necessary.
- Coordination of data returns, surveys and similar to UL, ISI and other bodies.
- To cover routine events and emergencies with equilibrium, confidence and style.
- To facilitate positive relations with appropriate associations and professional bodies (including ISI, HMC, AGBIS).
- To maintain the School's complaints log.
- To take a prominent role in organising key events, including Prize Giving.
- To oversee Headmaster's travel arrangements, trains, flights, taxis, dates, etc.; for UK and overseas trips.

- Responsible for the Headmaster's budget and expenses.
- To attend relevant training opportunities as requested.
- To show absolute confidentiality, integrity and discretion at all times.
- Other responsibilities as directed by the Headmaster.

**Person Specification Essential**

- Proven track record of successful support to a senior manager/Chief Officer/Director.
- Excellent organisational skills with excellent attention to detail and written accuracy and fluency.
- The ability to work independently and exercise initiative.
- Excellent literacy skills to prepare correspondence and reports and maintain records to a high standard.
- Ability to present information in a clear and appropriate manner.
- Ability to prioritise a busy and varied workload to meet strict deadlines with minimal supervision.
- Proactive and forward thinking.
- Ability to analyse situations and possible outcomes to establish the most effective policies and procedures to meet organisational boundaries.
- Effective communication, influencing and persuasion skills together with evidence of success in building and forming working relationships across professional and operational boundaries.
- Excellent telephone manner in dealing with a range of callers and the ability to calm potential situations of conflict.
- Ability to use judgement when dealing with a wide range of enquiries and different levels of people both within and outside the School.
- High levels of empathy, courtesy, loyalty, tact, warmth and good-humour.
- Experience of taking accurate minutes of meetings and prompt production thereof.
- Flexibility to work occasionally early or late and at weekends as necessary. Time off in lieu/overtime would be taken during the school holidays in such circumstances.
- An appreciation of a school setting and in particular, Ashford School and its history.
- Excellent MS Outlook, Word, Excel and PowerPoint skills.
- IT literate with a typing speed of 50+ wpm.

**Desirable**

- Previous experience of working in a school environment
- Previous experience of using a Management Information System
- Willingness to attend after school activities and meetings.

**Technical Skills/ Professional Qualifications**

- Excellent standard of written English
- High level IT and communication skills
- Able to drive (Ashford School has two sites which are 10 minutes' drive apart.)
- Evidence of further qualifications.

**Further details:**

This role is based mainly at the Senior School at East Hill in central Ashford with occasional visits to the Prep School at Great Chart. The Senior School is located a short walk from Ashford International Station and Ashford town centre.

Being part of United Learning, one of the leading school groups in the country, we offer training, career development opportunities and support to help you achieve your ambitions.

Full-time hours are 8am-5pm with one hour for lunch.

- Salary in the region of £37-40k, dependent on skills and experience
- Annual leave entitlement of 26 days plus bank holidays
- Contributory pension scheme
- Refreshments provided, with a free lunch during term time
- Health Cash Plan
- Employee benefits scheme with Perkbox

March 2025