



EXECUTIVE ASSISTANT

Job Application Pack

Start Date: As soon as possible

Application Deadline: Wednesday 22 January

About The London Screen Academy (LSA)

LSA is a brand new sixth form academy for 16-19 year olds in London who have a passion for film and television and the stories they tell. Our current cohort is 300 students and will educate up to 1000 young people when full.

At LSA, we do not believe that personal circumstances should ever be a barrier to any young person's ability to realise their potential and we are committed to ensuring the screen industries become more representative of London's population.

LSA is unlike any other sixth form. Through its founders, we will provide unprecedented access to the screen industries and to its workforces. LSA teaches behind the camera skills covering many screen disciplines. LSA's founders are a group of internationally acclaimed British film producers. They are practising industry leaders who work every day in all areas of the screen industries.

LSA provides an engaging and innovative curriculum of academic study and practical training. We develop students talents, skills and attitude preparing them for careers in the screen industries and higher education. Our students will leave LSA as well-rounded, confident young adults.

Our teaching and curriculum is project-based and students explore all the key areas of the screen industries. Students also study English, maths and a cultural enrichment programme so that they are fully equipped to find their way in the world.

We place a strong emphasis on the development of the whole person. Through our pastoral, tutorial and enrichment programmes, we will equip our students with the life skills needed to progress in their professional and personal lives. Our students will all be known well by staff and challenged and supported to realise their potential. And crucially, within our newly refurbished stunning building, LSA is a safe, accepting, diverse and fun place to study.

Role Purpose & Description

To provide project and administrative support to the Principal and Leadership Team in the many diverse functions of their roles in leading and managing the school.

- To provide a full range of advanced secretarial services for the Principal and Leadership team, including taking dictation, minute taking, typing notes, proofreading, setting up brought-forward systems, and filing.
- To manage the Principal and Vice Principal's diaries, organise and schedule meetings, book courses, arrange travel and book accommodation. To develop and distribute agendas and prompt actions from school meetings, at all times, maintaining timely responses to deadlines.
- To remain conversant with the Principal and Vice Principal's workload on an ongoing basis, while actively supporting the Principal and Vice Principals in discharging day-to-day school matters and queries. This will involve undertaking roles and tasks (with minimal supervision) that require in-depth understanding of methods, systems and processes over a range of procedures. You will act as a trouble-shooter for referred problems.
- On a daily basis, to deal with the Principal and Vice Principal's post and correspondence, redirecting/distributing as appropriate.
- To receive the Principal and Vice Principal's incoming telephone calls, responding to queries and providing general information about the school as appropriate. This aspect of the role requires high levels of courtesy and effectiveness in dealing with other people. You will need to ask questions, seek clarification and exchange information using tact and diplomacy.
- To receive and welcome visitors to the Principal and Vice Principal in a professional manner, providing refreshments as required – this involves interacting with colleagues, other Principals, students, governors, parents and members of the public.
- Working independently but as directed by the Principal and Vice-Principal, to take responsibility for the preparation and compilation of formal correspondence, reports, emails, mail merges, spreadsheets, databases and presentations (using the full suite of Google or other software packages). Additionally, to undertake detailed analysis and evaluation of data, drafting detailed reports/information as required on behalf of the Principal, to support the planning and development of the school's performance.
- To review and develop administrative systems; undertake research, obtain and disseminate information to others, to ensure effective and efficient management of a heavy workload. You will be responsible for establishing and managing an effective filing system for the Principal and Vice-Principal.

- To be responsible for storing and archiving files and maintaining up to date archiving and filing systems.
- To manage the schedule for/take responsibility for the checking of the school's publications such as the prospectuses, website etc.
- To acknowledge the need for and practice confidentiality, with handling sensitive information pertaining to students, staff or schools' matters or issues.
- To produce a wide range of detailed, complex or specialist documents to ensure that the needs of the Governors are met. This will include meeting agendas, minutes and reports. All documents are required to be completed to high standards of accuracy within tight timescales.
- To ensure all Governors' correspondence is acknowledged, sorted and referred on to appropriate channels, to meet required service standards. To respond to routine enquiries and draft straightforward responses to formal correspondence requiring governor approval, to ensure that both school and business requirements are met.
- To support in the production of a wide range of detailed, complex, statutory or specialist documents to ensure that the needs of the school are met. This will include meeting agendas, minutes, reports and other documents as required; all to be completed to high standards of accuracy and within tight timescales.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with the health and safety policies at all times.
- To establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and other professionals of the school.
- To be aware of and comply with the codes of conduct, regulations and policies of the school and Trust and its commitment to equal opportunities. Act in a courteous way at all times in communications with both colleagues and other school stakeholders.
- To carry out any other reasonable duties or requests of your Line Manager, that are in keeping with this post or as may be determined from time to time by the Principal or the Leadership Team.
- To provide administrative support of trips and extra-curricular activities by keeping up-to-date logs.
- To provide administrative support of Parents' Evenings and Presentation Evenings by collating Feedback Questionnaires and analysing data.
- To provide administrative support of Open Evenings by liaising with external agencies with regard to marketing (banners, prospectuses, boards, posters etc.) and internally by preparing Parents' Open Evening packs, etc.

- To ensure staff reference requests are completed in a timely manner, sent off and filed.
- To prepare documents related to the performance management of staff and ensure they are distributed to relevant Line Managers, and subsequently - following the performance meetings - collated, recorded and analysed.
- To support Training School by collating, filing and updating lesson observations records and distributing copies of observations on a weekly basis to relevant LG Line Managers and mentees as per the Training School Report and to collate and analyse data as needed.
- To provide administrative support with relation to any evaluations and reviews, both internally and by external consultants.
- To provide administrative support in producing schools' documents such as Staff Handbooks.
- To ensure the policies and procedures are reviewed and updated regularly, as per statutory requirements, and policies on the website are up to date by the end of Autumn 1 of each academic year and amended as needed.
- To provide supervision and support for exams (external and internal) as and when required.

Salary and how to apply

We welcome applicants from all backgrounds, of any sexual or gender identity, neurodiverse applicants, adults of any age or religious belief and encourage applications from people with a disability.

Start date: September 2020 (however we may be in a position to offer a start date in the summer term depending on the candidate's availability).
Salary: Competitive
Closing date: 12pm Wednesday 22 January 2020

Apply here: <https://lsa.ac.uk/careers>

This post is subject to receipt of a satisfactory Enhanced DBS Check.

LSA is committed to safeguarding and equality of opportunity and expects all applicants and members of the academy community to share this commitment.