



KING EDWARD'S SCHOOL
BIRMINGHAM



KING EDWARD VI
HIGH SCHOOL FOR GIRLS

Executive Assistant

Reports to:	Chief Master & Principal of KES and KEHS (and Headmaster of the Foundation of King Edward VI, Birmingham)
Line reports:	None
Salary:	Grade 8–Grade 9 (£33,026 - £38,053 full-time equivalent). Actual salary £30,792 - £35,479
Hours of work:	7:30 am to 4:00 pm or 8:00 am to 4:30 pm Mon-Fri with a 30 mins lunch break. Term time only plus 20 days during holidays
Start date:	August 2024

Job Purpose

The postholder will work closely with and support the Chief Master & Principal (CMP) of The Schools of King Edward VI in Birmingham, King Edward's School Birmingham and King Edward VI High School for Girls, through a high-level of professionalism to accomplish responsibilities and tasks. Specific responsibilities and requirements will vary depending on the needs of the Schools and Foundation but will centre on effectively managing a wide range of high-level administrative tasks including executive communication, handling of corporate documents, arranging meetings, and ensuring their smooth running.

The postholder will also provide support to the Independent Schools Governing Board through the direction of the Director of Strategic Projects.

We welcome applications from a diverse range of backgrounds.

Role and Responsibilities

The responsibilities are not exhaustive. Duties will likely include the following that are commensurate and expected of the postholder.

- To provide a full and confidential Executive Assistant service to the CMP and provide clerking support to the Independent Schools Governing Board through the direction of the Director of Strategic Projects
- Act as the CMP's representative in all dealings with internal and external contacts (pupils, parents/carers, colleagues, visitors, donors etc.) and to do so with professionalism and courtesy
- To be the first point of contact for all stakeholders wishing to communicate with the CMP with the ability to triage requests using sound judgement

- To organise the CMP's diary ensuring co-ordination with other Leadership Team/stakeholders and anticipating needs in advance to ensure all necessary arrangements are put in place
- To ensure the CMP is fully briefed and prepared in advance of all meetings and events and provided with the relevant documents/information/resources
- To conduct research and fact-finding for the CMP (and other Leadership Team members as directed by the CMP)
- To ensure smooth communication with the Board and to establish a good working relationship with both the Chair and Clerk to the Governors
- To liaise closely with the PAs to the Heads of School, KES and KEHS to ensure alignment of diaries and purposes. This will include having timely awareness of the Schools-wide diary and contributing to it as required
- To take minutes at Governors' meetings and committees held during the day (a Clerk provides support separately for full Governor/Board meetings)
- To compile agendas for and minute Leadership Team meetings chaired by the CMP and other such meetings as required
- To arrange catering and refreshments for meetings and events arranged by the CMP, as specified
- To administer all travel arrangements and claims on behalf of the CMP
- To monitor, manage and upload returns to external portals such as the Independent Schools Inspectorate
- To set up and maintain a comprehensive Schools-wide diary proactively collating information from different parts of the Schools on a timely basis and managing potential conflicts
- To liaise with the local authority when necessary
- To assist in the organisation of Schools-wide events (i.e. events, receptions, etc.) on behalf of the CMP
- To accompany and assist the CMP with meetings and events involving donors, fundraising initiatives, dignitaries and other VIP events, as required. This will include meetings and events outside normal School hours and occasional weekends

Personal specification

Experience and knowledge:

- Educated to degree level (or equivalent) or have significant relevant experience
- Excellent understanding of IT and its application
- A good understanding of the workings of a school environment
- Understanding of and empathy with the aspirations and motivations of young people
- Excellent experience of positive engagement with a range of stakeholders

Abilities and skills:

- Outstanding organisational skills, people skills and communication skills
- Ability to source collate and manage information and data from a wide range of sources
- Ability to work under pressure, calmly, prioritise tasks and multitask
- Ability to conduct Schools business in a professional and dignified way
- Ability to anticipate potential problems in advance and ensure that they do not happen and/or recur
- Ability to work accurately and without supervision

Personal qualities and attributes:

- A positive self-motivated approach to work
- A positive attitude towards education and young people
- Demonstrate absolute confidentiality and discretion in handling all information
- Personal gravitas and an ability to work with discretion and discernment
- Willingness to see the best in people and situations, even when challenging
- Personal warmth and the ability to connect with a wide range of different people in a meaningful and appropriate way

How to apply

Please send completed applications addressed to the Principal by email to kesrecruitment@keschools.org.uk.

Applications should comprise the following:

- A covering letter
- A completed application form which is available for download from our websites:
<https://kes.org.uk/about-us/work-with-us/>
<https://kehs.org.uk/about-us/work-with-us/>

The deadline for applications is **8am on Tuesday 30th April 2024**.

Interviews will provisionally take place on Thursday 2nd May.

King Edward's School and King Edward VI High School for Girls are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants invited to interview will be required to provide proof of identity, preferably a birth certificate, although where this is not available we will accept other forms of ID. Online searches will also be carried out for all shortlisted candidates, as required by Keeping Children Safe in Education. Successful candidates will be required to undergo an enhanced DBS check and other pre-employment checks. A copy of the Schools' Recruitment, Selection and Disclosure Policies are available on the websites: www.kes.org.uk and www.kehs.org.uk.