



JOB DESCRIPTION	
Job Title	Executive Assistant
Reporting To	Headteacher
Line Manager Of	n/a
Pay	Grade 5

Job Purpose
<p>To provide comprehensive, confidential administrative and personal support to the Headteacher.</p> <p>In line with the Headteacher's direction, provide clerical support for the members of the Strategic Leadership Team</p> <p>Act as a Clerk to the Governing Body.</p>

	Key Responsibilities
1	<p>All daily administrative and personal support, including:</p> <ul style="list-style-type: none"> • Personal assistance to the Headteacher, and as directed, to the wider SLT, to ensure maximum wellbeing and productivity • Telephone, post and email screening of internal and external contact • Organisation of meetings, agendas and minutes, including communication with, and welcoming and supporting visitors • Management of diaries and bookings, including travel and wider personal commitments • Coordination and maintenance of school-wide key diary dates and term dates • Record management (organisation of drives, folders, files and archives) • To schedule, coordinate, attend and minute all internal meetings as directed by Headteacher, maintaining clear records of decisions, actions and the follow up on progress in between and at meetings. • Maintain HT and SLT drives ensuring up to date filing system of all relevant documentation and reducing duplication
2	<p>Executive functions, including:</p> <ul style="list-style-type: none"> • Research • Report preparation • Policy drafting • Monitoring of policy and statutory publication compliance • Statutory returns • Inspection preparation • One-off executive projects, as directed by the Headteacher
3	<p>Communications, including:</p> <ul style="list-style-type: none"> • Internal communications with the students, staff and Governors • Proofreading and ensuring uniformity of standards of all communications



	<ul style="list-style-type: none"> • External communications with the families, external professionals, commissioners and statutory and partner agencies • Coordination of compliments and complaints from internal and external stakeholders • Internal PR, including making Headteacher and SLT aware of staff personal events (birthdays, achievements, marriages, births, illnesses or deaths), including support with corresponding personal communications • Drafting, designing and publishing external PR, including maintaining website content, updating social media and other online platforms used by the school • Seeking opportunities for special campaigns, including podcasts, radio and TV appearance by the school's stakeholders • Marketing to various audiences, including drafting and designing material
4	<p>Governing Body support, including:</p> <ul style="list-style-type: none"> • To provide support to the Governing Body in the performance of its statutory duties. • By agreement with the Chair of Governors convene all meetings of the Governing Body and Committees, ensuring that meetings are in accordance with the requirements set out in the School Governance Regulations. • Undertake all administration associated with meetings and in particular ensuring that agendas and minutes are distributed in accordance with the established timescales. • Attend and minute all meetings ensuring they accurately reflect the decisions taken. • On behalf of the Chair of Governors and Headteacher, maintain and monitor actions arising from the meetings and ensure a follow up with the action owners in good time to ensure progress • Be familiar with legislation related to the responsibilities and conduct of Governing Bodies and provide advice on constitutional matters, procedures and recommended good practice. This will include advice to Chair of Governors, Governors and the Headteacher on the formulation and review of terms of reference and ensuring that their function is within the agreed delegated levels of authority. • Keep up to date with developments and legislation affecting all areas of governance and be able to supply advice that is consistent, reliable and authoritative on a range of routine and complex issues. • Undertake research on behalf of the Governing Body and supply information. • Act as a link between the Governing Body and the Local Authority obtaining advice as required. • In consultation with Chair and Headteacher, take action to ensure vacancies are filled in line with Regulations. • Source, coordinate and record training needed and completed by the Governing Body, in line with the national expectations • Type all correspondence, agendas, minutes, reports etc. for the Chair of Governors and Governing Body in accordance with agreed standards. • Organise and maintain all records associated with the Governing Body in order to ensure that information is easily accessible, accurate and up to date.



	<ul style="list-style-type: none"> • Compile reports, including Governing Body annual report and circulate within agreed timescales • To undertake any other reasonable duties for the Governing Body as assigned by the Chair of Governors. • To undertake any relevant training and attend the Clerks' Briefings.
5	Undertake any other duties requested within the scope and grade of the role.

Safeguarding Responsibilities	
1. Adhere to School Safeguarding Policy and ensure the safety of students at all times. 2. Support the SLT with sensitive safeguarding investigations, maintaining impartial, discreet support for them and all others involved 3. Act as a conduit for the staff who wish to raise whistleblowing concerns to the Headteacher or, in case of concerns about the Headteacher, to the Chair of Governors.	
Information Management Responsibilities	
1. Take reasonable care to ensure that personal sensitive data is managed in accordance with the schools policies and procedures.	
Leadership Responsibilities	
1. Be an excellent role model to both staff and students and adhere to the ALS Golden Rules at all times. 2. Able to work to the schools code of conduct.	
Professional Standards	
Nolan Principles of Public Life.	



PERSON SPECIFICATION		
Qualifications	Essential	Desirable
Level 2 Maths and English or equivalent	x	
Educated to A-Level standard or equivalent or equivalent relevant experience in executive assistance	x	
Degree level education		x
Executive Assistant qualification		x
Evidence of CPD relevant to the role	x	
Skills and Knowledge	Essential	Desirable
Highly literate and numerate with ability to proof read and correct text and numerical mistakes	x	
Strong analytical and data manipulation skills	x	
Exceptional IT skills with MS Office, including Word, Power Point, Publisher, Outlook and Excel (including using formulae)	x	
Excellent online communication skills, including meeting management via Teams and Zoom (including full functionality of rooms/chats/surveys/analytics of the above)	x	
Excellent organisational and planning skills with the ability to be flexible in order to achieve targets	x	
Excellent communication skills and ability to build effective professional relationships with colleagues and external clients	x	
Good typist and minute taking skills – both verbatim and summative	x	
Knowledge of analysis and generation of reports from SIMS software, or proven track record of transferable knowledge arising from working with a range of systems	x	
Ability to de-escalate crisis and calm situations, both in person and on the phone	x	
Ability to work to professional standards, think independently, make judgements and to influence others through persuasion / discussion.	x	
Experience	Essential	Desirable
PA or EA experience to a Headteacher or executive of large organisation	x	
Working with a board of Governors or Trustees	x	
Event organisation and public engagement	x	
PR and marketing for the organisation, including on social media	x	
Presenting and delivering training and guidance to staff and Governors / Trustees	x	
Values	Essential	Desirable
Able to demonstrate a “can do” attitude, with care for working environment and relationships	x	



Be enthusiastic, innovative and forward-thinking	x	
Discreet and professional and able to maintain confidential information	x	
Other	Essential	Desirable
39 weeks per year term time plus 10 days during school holidays directed by Headteacher	x	
There is an occasional need to work early evenings when a GB meeting takes place. The working week will be adjusted to accommodate this.	x	
Commitment to continuing training / development of knowledge and skills.	x	
Enhanced DBS and Children's Barred List Check.	x	

Original copies of certificates will be required prior to appointment.

Headteacher Name	Headteacher Signature
Ania Hildrey	<i>Ania Hildrey</i>
Employee Name	Employee Signature