



Lancaster Girls'  
Grammar School



## Executive Assistant Recruitment Pack

## Welcome from the Headteacher

Thank you for your interest in applying for the position of Executive Assistant.

We are seeking to appoint an Executive Assistant to the Headteacher to provide professional and comprehensive administrative support.

The Executive Assistant will act as gatekeeper to the Headteacher and have meticulous attention to detail. They will work confidentially and independently to help run the Headteacher's office and support the Senior Leadership Team. The successful candidate will have excellent verbal and written communication skills with a flexible 'can do' attitude. The ideal candidate will have experience working as a Personal Assistant or an Executive Assistant.

This is a pivotal role for the school and an exciting opportunity to join LGGS to support our students and staff.

The enclosed Job Description gives an overview of the types of duties to be undertaken but is not prescriptive or exhaustive - please get in touch if you would like to visit the school and/or discuss the role before applying.

This role is offered as a permanent contract, start date as soon as possible. The specific hours/days for the role will be agreed with the successful applicant and will be worked between 8.00am – 4.30pm, Monday – Friday during term time. It would be beneficial if applicants could be available to attend pre-agreed out-of-hours activities such as open evenings. If you are interested in applying but are only available during certain hours this would not disqualify you, but please note this in your application.

I look forward to receiving your application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Mr Christopher Beard', with a small horizontal line extending to the right.

Mr Christopher Beard  
Headteacher

## Visits and general discussions

Further information about Lancaster Girls' Grammar School can be found on the school website [www.lggs.org.uk](http://www.lggs.org.uk).

In addition, candidates are warmly encouraged to take an informal opportunity to visit the school or arrange for an informal discussion with the Headteacher prior to applying. Please email [applications@lggs.lancs.sch.uk](mailto:applications@lggs.lancs.sch.uk) or telephone 01524 581661 to arrange a visit or call.

## The application process

The closing date for applications is on **12.00noon on Monday 30<sup>th</sup> September 2024**.

References will be taken up shortly after shortlisting and prior to interview using the contact details you supply on your application form.

Shortlisting will take place on Tuesday 1<sup>st</sup> October 2024 and shortlisted candidates will be informed as soon as possible thereafter.

The selection process and interviews for shortlisted candidates will provisionally take place at the school during week commencing Friday 4<sup>th</sup> October 2024.

## How to apply

Please ensure you complete the application form and provide a covering letter which clearly explains your reasons for applying to work at Lancaster Girls' Grammar School and addresses how your particular strengths and experience to date meet the person specification.

**Applications must be submitted on the provided application form** – for safeguarding reasons we cannot accept CVs or applications submitted through online platforms such as Indeed or TES.

Please also provide a supporting statement (on no more than two sides of A4), either within the application form or as a covering letter. The supporting statement should address your particular strengths and how your experience to date has prepared you for this particular role.

**Your completed application, including your letter and supporting documents, should be addressed to the Headteacher and be sent to the school by e-mail to [applications@lggs.lancs.sch.uk](mailto:applications@lggs.lancs.sch.uk) or by post to LGGS Applications, Regent Street, Lancaster, Lancashire, LA1 1SF by the closing date.**

Due to the number of applications received we do not contact all applicants to confirm receipt, and do not contact unsuccessful applicants.

We reserve the right to close any vacancy early, before the closing date, if we receive sufficient applications.

If you have not been contacted within two weeks of the application deadline, please assume that your application was unsuccessful on this occasion.

## Recruitment Information

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. All applicants will be subject to online checks. The successful applicant will be subject to an Enhanced DBS check and other statutory Safer Recruitment checks.

We do not hold a sponsorship licence and can only consider applications from candidates who are legally entitled to work in the UK. If you do not have the right to work in the UK, your application will not progress.

An **information and application pack** and further details can be obtained on the school website <https://www.lggs.org.uk/staff-vacancies/working-at-lggs>, or by e-mailing [applications@lggs.lancs.sch.uk](mailto:applications@lggs.lancs.sch.uk).

### **Information pack (information we are providing to you):**

1. This Recruitment pack which includes the
  2. Person Specification
  3. Job Description
  4. Risk Identification Form
5. Safeguarding Statement
6. Equality Act Reasonable Adjustments Statement
7. Privacy Notice for Prospective Employees
8. Immigration Asylum and Nationality Act (Right to Work in the UK) Statement
9. Rehabilitation of Offenders Act Statement
10. Rehabilitation of Offenders Supplementary Disclosure Form
11. DBS evidence list
12. Template employment contracts are available upon request.

### **Application pack (things you should send us):**

1. Application form (we cannot accept online applications through Indeed/ TES).
2. Covering letter/ Supporting Statement
3. Recruitment Monitoring Form

## Our vision and values

At Lancaster Girls' Grammar School, we envision a vibrant learning community where each student is empowered to excel academically, develop resilience, and embrace their role as a responsible global citizen.

Our commitment to fostering a culture of excellence, inclusivity, and innovation prepares students to navigate the challenges of the future with confidence and integrity.

Through a balanced and forward-thinking education, we aim to inspire lifelong learners and compassionate leaders who positively impact the world.

This is underpinned by our core values of:

### Excellence

At Lancaster Girls' Grammar School, we uphold a commitment to excellence in all aspects of education. We strive for academic rigour, innovative teaching methods, and continuous improvement to ensure that every student reaches their full potential and excels in their chosen pursuits.

### Empowerment

Empowering our students is at the core of our mission. We aim to equip each young person with the knowledge, skills, and confidence needed to navigate a dynamic world successfully. Through a holistic approach to education, we inspire resilience, leadership, and a sense of social responsibility, empowering our students to shape their own futures.

### Innovation

Embracing a spirit of innovation, we encourage curiosity, critical thinking, and creativity. We believe in preparing our students not only to adapt to change but to lead it. By fostering a culture that values new ideas and approaches, we equip our students with the tools to become forward-thinking contributors in a rapidly evolving global landscape.

### Belonging

We value and celebrate diversity, fostering an inclusive and supportive environment where every student feels a sense of belonging. Our commitment to inclusivity extends beyond cultural and social differences, recognising and respecting the unique strengths and perspectives that each individual brings to our school community.



## About the School

Lancaster Girls' Grammar School is a forward looking, selective state school with academy status and an outstanding record of promoting high achievement. The school was founded in 1907 at the Storey Institute on Meeting House Lane with only 73 girls on roll. From these humble beginnings the School quickly grew, and moved into the current Regent Street site in 1914. LGGS enjoys a city centre location. The main site includes a range of different building from the original Edwardian building to our purpose built modern Sixth Form Centre. Playing fields are a short walk away and some Science accommodation is in a building which sites one of our key primary schools, Dallas Road Primary.

In 2011, LGGS became an Academy. There are currently just over 1,000 students on roll with five-form entry into Year 7. The admission policy prioritises girls from the Lancaster District, but students do travel to the school from a wider area, including Preston. A high proportion of students continue into the Sixth Form after Year 11 and the school welcomes a number of external students into Year 12. The Sixth Form curriculum is broad, with enrichment and wellbeing options alongside a wide range of A levels, Maths, Biology and Chemistry are the most popular subjects at A level.

The school is known nationally for its academic excellence. LGGGS is consistently ranked in the top 100 most successful state school nationally.

We are very proud of our inclusive community. Valuing diversity and promoting equality are important aspects of LGGGS life. This can be seen through the work of the school's Equality groups. LGGGS has an outward looking approach and strong international links. We work with the Ripley ITT Partnership. The school has links with EducAid, a Sierra Leone education focused charity. International Week includes numerous workshops run by students, an International Fashion Show and a hugely popular International Food Fair.

In our recent staff survey 100% of staff responded that they were proud to work at LGGGS and 99% enjoyed working at the school. Last year saw a number of retirements with the result that new staff have joined the school, bringing with them a range of experiences and ideas. We are extremely fortunate in that we can recruit high calibre teachers with the result that all subjects are taught by specialist teachers. Staff are keen to enhance their professional knowledge and with seven teachers completing their NPQ qualifications last year. Staff also appreciate the positive behaviour and high attendance of students at LGGGS. Our students are articulate, keen to participate and ambitious for themselves.



## Living and working in Lancaster

Lancaster is one of England's heritage cities. It is a vibrant, independent city with a great deal to offer. It is the base for two universities, which contribute significantly to the city's lively and inclusive ethos. The universities, the hospital, the RLI, and major players in the food production industry, such as Warburtons, provide a range of employment opportunities in Lancaster. Lancaster has an established arts scene which constantly provides a range of cultural activities throughout the year; Lancaster hosts a number of lively festivals including Lancaster Music Festival, Highest Point and the Jazz Festival. Other events such as the annual Literature Festival, Light up Lancaster light festival, and Lancaster Chinese New Year Festival make the city a fun and vibrant place to live. Lancaster is easily reached from all over the UK. Just over two hours from London and Edinburgh on the West Coast Line, Lancaster is well served by main line rail. The M6 motorway provides quick and convenient car travel to the length of the country.

## Employee Benefits

Employees of Lancaster Girls' Grammar School benefit from:

- National contractual terms and pay: LGGGS adopts the national School Teachers' Pay and Conditions ('Burgundy Book') for teaching staff, and the National Joint Council (NJC 'Green Book') terms for support staff.
- Access to a competitive company pension scheme: Teachers' Pension Scheme (teaching staff) or Local Government Pension Scheme (support staff).
- Enhanced annual leave allowances for support staff: full-time support staff receive 26 days annual leave (rising to 32 days after 5 years' service), plus 8 statutory bank holidays and 2 extra-statutory days leave.
- Enhanced occupational maternity/ paternity/ adoption leave allowances.
- Access to pro-active health and wellbeing promotion schemes.
- Employee Assistance Schemes including access to advice and counselling.
- Occupational health support such as physiotherapy.
- Retail discounts via BlackHawk Extras.
- Cycle-to-work purchasing scheme and secure cycle storage on-site.
- On-site gym with discounted membership rate.
- On-site canteen.



## Job Description

<b>Job Title:</b>	<b>Executive Assistant</b>
<b>Location</b>	Lancaster Girl's Grammar School, Regent Street, Lancaster, LA1 1SF
<b>Terms</b>	Permanent Full time at 37 hours over 5 days per week Working 39 - 42 weeks per year (negotiable)
<b>Salary Range</b>	Dependent on experience, Grade 6-7, NJC Scale Points 11-25, currently £25,979-33,945 full time per year (pay award pending). The salary will be pro-rated to reflect your actual working hours/ weeks.
<b>Responsible To</b>	Headteacher
<b>Staff Responsibility</b>	None
<b>Essential car user</b>	No
<b>Job Purpose/ Scope of Work</b>	The Executive Assistant will provide high-level, confidential administrative and strategic support to the Headteacher and Senior Leadership Team

### Key Responsibilities:

#### To build and maintain relationships, facilitate communications and co-ordinate activities:

- Play a key role in forming and developing relationships with parents, the community and with strategic partners
- Be an approachable and friendly point of contact for telephone calls, emails and correspondence as necessary: delegating as appropriate and using discretion and confidentiality in providing information both within and outside the school
- Co-ordinate and attend school events as required i.e. Open Evening and Awards Events.

#### To represent the school, streamline operations and handle public communications:

- Be the primary point of contact for anyone requiring access to the Headteacher
- Represent the Headteacher: operating as an ambassador for the Headteacher, answering questions from staff and operating as a known, familiar and approachable person around all areas of the school.
- Managed the school's email inbox, ensuring the school meets its expected response times and that emails for the Headteacher are acted on.
- Ensure a high level of quality, professionalism and accuracy in all documents produced, proofreading whole school documents and policies as required
- Receive, track and respond to parental complaints, liaising with other staff and seeking advice and clarification as and when required from the Senior Leadership Team.

- Complete Local Authority, DfE and other returns as necessary, with support from the appropriate member of the leadership team.
- Liaise with external agencies on behalf of the Headteacher as required.
- Ensure the schools website content is relevant and up to date and co-ordinate half termly audits.
- Proofread key correspondence sent out for the school as required

**To effectively manage and schedule operations of the Headteacher and Senior Leadership Team:**

- Lead and manage daily scheduling and daily operational issues for the Headteacher.
- Remain conversant with the Headteacher's workload on an on-going basis, managing diaries to ensure that appointments are prioritised appropriately resulting in efficient time management. Liaison with relevant staff to avoid potential clashes, using initiative to re-prioritise changing commitments, taking immediate action to ensure critical issues are immediately referred to the appropriate personnel.
- Make travel arrangements for the Headteacher as required.
- Assist the Headteacher in arranging meetings and functions, e.g. booking rooms, arranging catering, drafting agendas, greeting visitors.
- Support the Headteacher as sensitive situations arise, always maintaining a high level of confidentiality.

**To work proactively to provide high level confidential and administrative support to the Headteacher and Senior Leadership Team:**

- Maintain the highest level of confidentiality at all times in all school matters.
- Organise own workload and prioritise on a daily basis using own initiative and knowledge of the work, with minimum direct supervision from the Headteacher.
- Provide a high standard of administrative support to the Headteacher and other senior staff.
- Produce the school calendar and update throughout the academic year and communicate it to stakeholders.
- As required, produce and distribute the meeting agendas & attachments, minute taking, producing minutes and action points in a timely manner.
- Produce a wide range of detailed, complex or specialist documents to high standards of accuracy within tight timescales ensuring that the needs of the Headteacher are met.
- Collate documentation for Governing Body meetings, helping to maintain records and liaise with key personnel and governors, as appropriate, to ensure the smooth running of meetings and coordinate link meetings in school.
- Ensure that the school has all the statutory and appropriate non-statutory policies and procedures in place and that these are centralised, current and relevant, ensuring that they are reviewed, ratified and amended as appropriate annually by the Governing Body.
- Carry out termly compliance checks using the Department for Education or The Key

guidance.

- Cover for absent administration team colleagues as necessary.
- Provide office support during the school holidays, where necessary, except during annual leave.
- Produce and/or proofread documentation and reports on behalf of the Headteacher and Senior Leadership Team.
- Produce the annual Staff Handbook and ensure it is kept up to date, working to the Headteacher.
- Collate updates to School Development Plan and other management plans.
- Liaise with appropriate staff to complete reference requests as required.
- Administer the recruitment of school staff, including collating recruitment information, advertising posts, interview arrangements and carrying out pre-employment checks.
- To arrange new staff induction.
- To collate Performance Development (appraisal) documentation.

In addition, other duties of a similar nature and at no higher a responsibility level may be interchanged with/ added to this list at any time.

Prepared by (name, role, date): C Gillies & C Beard, 05/09/2024

The above Job Description sets out the area of work in which duties will generally be focused, and gives an **example** of the type of duties that the postholder could be asked to carry out.

Please note that this is for **guidance** only. Postholders are expected to be flexible and to operate in different areas of work/ carry out different duties as required.

### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

### **Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

### **Student Focus**

We put our students' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

## Person Specification

<b>Job Title:</b>	Executive Assistant	<b>Grade:</b>	6-7
<b>Requirements (based on the job description)</b>		<b>Essential (E) or desirable (D)</b>	<b>To be identified by: application form (AF), interview (I), references (R), or other (give details)</b>
<b>Qualifications</b>			
NVQ level 4 qualification or equivalent in a relevant discipline	E		AF
4 GCSE passes at Grade A-C or equivalent, including Maths and English	E		AF
Degree or equivalent in a relevant discipline	D		AF
<b>Experience</b>			
Previous experience of personal assistant and/or administrative work	E		AF
Experience of working in a school environment	D		AF
Experience in an Executive Assistant role	D		AF
<b>Knowledge, skills and abilities</b>			
Knowledge or understanding of secondary school procedures and policies	E		AF / I
Knowledge of a school's management information system	E		AF / I
Discretion and trustworthiness: you will often be party to confidential information	E		AF / I / R
A high degree of computer literacy is required (particularly Microsoft Office applications and Office 365)	E		AF / I / R
Excellent minute taking skills and ability to synthesise complex discussion	E		AF / I / R
Strong organisation skills and the ability to prioritise and manage several tasks at once	E		AF / I / R
Excellent literacy, numeracy, and proofreading skills, with an eye for detail and accuracy	E		AF / I / R
The ability to communicate effectively with a variety of people and situations	E		AF / I / R
A professional, friendly demeanour and telephone manner	E		AF / I / R
A flexible and adaptable approach to work to support school events such as Parents Evenings	E		AF / I / R

The ability to be proactive and take the initiative	E	AF / I / R
<b>Other (including special requirements)</b>		
Satisfactory DBS clearance	E	I
Commitment to safeguarding and protecting the welfare of children and young people	E	AF / I
Commitment to equality and diversity	E	AF / I
Commitment to health and safety	E	AF / I
Commitment to attendance at work	E	AF / I
Commitment to undertake relevant professional development and safeguarding training	E	AF / I

## Pre-Employment Risk Identification Form (R.I.F)

This form is provided to potential applicants to so that you are aware of the potential risks associated with this role; this form does not override the employer's requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999.

Post title	Executive Assistant
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### A. The job to which this form refers will or may involve one or more of the following activities. (Indicated by Yes or No.)

Please note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.

		Yes	No
1	Work at heights (e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc).		X
2	Work in excessively noisy environments above statutory control limits (Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc).		X
3	Work in unusual environmental conditions (e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required).		X
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome (e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc).		X
5	Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties.		X
6	Some contact with hazardous substances (e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves).		X
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.		X
8	Work with lead or lead-based products (e.g. some paints).		X
9	Food handling/preparation (of raw or uncooked food only).		X
10	Occupational fieldwork or work in extreme conditions (e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work).		X

**B. The job to which this form refers will or may involve one or more of the following activities. (Indicated by Yes or No.)**

This section is for the information of applicants and does not facilitate a referral to Occupational Health.

		Yes	No
11	Face to face contact with the public/service users ( <i>e.g. at sensitive front line posts re abuse, aggression, assault</i> ).	X	
12	Working in isolation/lone working.		X
13	Work with electrical wiring ( <i>e.g. colour blindness</i> ).		X
14	Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: ( <i>e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers</i> ).		X
15	Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock ( <i>e.g. risk of weils disease, other animal borne diseases, zoonoses</i> ).		X
16	Manual handling ( <i>other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities</i> ).		X
17	Working with vulnerable service users ( <i>e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers</i> ).	X	
18	Work involving repetitive movements or forced posture ( <i>e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling</i> ).		X
19	Work as a regular display screen user ( <i>where more than 1/3 of a person's time is spent using DSE continuously over any 1 month period</i> ).	X	

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above: nNone.