



JOB DESCRIPTION: EXECUTIVE ASSISTANT TO THE HEADTEACHER AND SENIOR LEADERSHIP TEAM

Grade: SO1 Spine Points: 23-25

Required September 2025

The role of Executive Assistant provides administrative support to the Headteacher and Senior Leadership Team, managing schedules, arranging meetings and coordinating events. The postholder ensures there is effective and timely internal and external communication and maintains the efficient running of calendars and events within the school.

Responsibilities

Administrative Support

- Manage and coordinate the schedules of the Headteacher and Senior Leadership Team (SLT), including the organisation of appointments and travel arrangements.
- Prepare and edit correspondence, communications, presentations, and other documents, including those of a confidential or sensitive nature, on behalf of the Headteacher or SLT.
- Review and proofread letters, documents and content produced, ensuring that they are free from errors and written to the highest grammatical standards.
- Maintain accurate records in the electronic filing and online systems, and ensure records are kept in accordance with retention schedules, and ensure information security and confidentiality at all times.
- Serve as the initial point of contact for internal and external stakeholders.
- Handle incoming and outgoing communications on behalf of the Headteacher and SLT, ensuring timely and professional responses.
- Support the efficient running of the school by working with and supporting the wider administration team.

Meeting Coordination

- Arrange meetings, events (internal and external) and co-ordinate room bookings, ensuring there is the appropriate ICT equipment in place and refreshments arranged.
- Organise and manage meetings. Preparing agendas, assembling and circulating reports and relevant documents in advance of meetings, taking minutes, producing action trackers for

distribution and following up on action items.

Communication

- Under the direction of the Headteacher and SLT, assist with the delivery of the school communications strategy.
- Liaise with colleagues across the school to ensure timely, professional and engaging communication for families and students.
- Be responsible for updating the school diary, ensuring new activities are agreed with the Headteacher/SLT and, once agreed, timely updates are made to the School Calendar.
- Ensure that the school's intranet and website content is relevant and up-to-date. Undertaking audits when required.
- Monitor and update the school's social media channels, making the Headteacher aware of any inappropriate or harmful content.

Event Management

- Assist in the planning and execution of school events and functions, including liaising with stakeholders, coordinating logistics, and managing budgets.

Project Assistance

- Provide support on various projects and initiatives as directed by the Headteacher and SLT. This may include research, data collection, and report preparation.

Other Duties

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2024 and Working Together in relation to child protection and safeguarding children and young people, as this applies to the worker's role within the organisation.
- To be fully aware of the requirements as set out in Keeping Children Safe in Education.
- To ensure that the Designated Person for Safeguarding is made aware and kept fully informed of any concerns that arise concerning safeguarding and/or child protection.
- Actively promoting Equality and Diversity throughout the school.
- Handle sensitive information with the highest level of discretion and maintain confidentiality at all times. Ensure data is kept in line with legal rights.
- Flexibility to work occasional hours, outside of the regular school day, as needed.

General

Whilst every effort has been made to explain the main duties and responsibilities of the post, each task undertaken may not be identified. Changes can be made to this job description under consultation to reflect the changing needs of the role at any time.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

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Outline of Key Abilities

You are asked to focus on demonstrating the extent to which you meet each of the selection criteria when writing your personal statement, which you will find under Section 6 of the application form. Please read the candidate guidance under that section

Key:

E – Essential D – Desirable A – Application Form I – Interview/Selection Process

Qualifications and Experience		E	D	A	I
1	Degree or equivalent experience in a related field	√		√	√
2	Additional qualifications in administration or management		√		
3	At least 2 – 5 years of experience in an executive support role, supporting senior management	√		√	√
4	Experience in the education sector		√	√	√
5	Experience producing high-quality documents, letters and content	√			

Skills and Abilities		E	D	A	I
6	Excellent organisational skills with the ability to manage multiple tasks and priorities effectively	√		√	√
7	Strong attention to detail and ability to be accurate in administrative tasks	√		√	√
8	Good interpersonal and strong communication skills, both written and verbal	√		√	√
9	Ability to follow processes and procedures and ensure consistency of approach	√		√	√
10	Strong IT skills, including proficiency in Microsoft Office	√		√	√

11	Discretion and the ability to maintain confidentiality and handle sensitive information appropriately	√		√	√
12	Ability to work independently and as part of a team	√		√	√

Personal Qualities		E	D	A	I
13	Professional and approachable demeanour	√		√	√
14	High level of integrity and commitment to maintaining confidentiality	√		√	√
15	Flexibility, sensitivity and the ability to find solutions	√		√	√
16	Proactive attitude and a willingness to learn and develop new skills	√		√	√
17	Commitment to the aims of the school and supportive of the values and ethos of a Roman Catholic, Salesian secondary school	√		√	√
18	Familiarity with Roman Catholic and Salesian Values		√		