



The Bishop Wand Church of England School

Position	Headteacher's Executive Assistant
Reporting To	Headteacher

Job Profile

Job Purpose
To provide a professional, efficient, pro-active and responsive administrative and executive support function to the Headteacher, Senior Leadership Team and the wider School community.

Key Responsibilities	
1.0	Executive Assistant to Headteacher
<p>To be responsible for the management of the Headteacher's diary ensuring that he/she can perform his/her daily leadership and management responsibilities effectively.</p> <p>To anticipate and schedule regular events and meetings and to organise all arrangements for meetings as required including the circulation of the agenda, collation of documents and hospitality. To take minutes at meetings as requested.</p> <p>To support the Headteacher with all his/her paperwork and administration, ensuring that efficient and effective electronic and manual file management systems are in place.</p> <p>To proactively support the Headteacher in acting as a first point of contact in responding to telephone and email enquiries received by him/her ensuring that such communications are managed in a professional and timely manner and that any resultant actions are followed up efficiently. This responsibility will routinely necessitate liaison with parent/carers, staff colleagues, Governing Body, the local community, external agencies and the media on behalf of the Headteacher.</p> <p>To compose correspondence, management reports, analytical documents, presentations and electronic and multi-media resources, as required, for the Headteacher. To ensure that all such documentation is of a high standard and demonstrates strong attention to detail.</p> <p>To manage the administrative arrangements associated with the external events that the Headteacher attends or speaks at, including the initial booking of places and associated travel and accommodation arrangements.</p>	

To act as a liaison between the Headteacher, Senior Leadership Team and the wider School community to ensure that matters are dealt with promptly and effectively.

To proactively support the Headteacher in relation to whole School events e.g. Open Evening. To act as a liaison with all colleagues who have responsibilities associated with the event(s) ensuring the effective co-ordination of key arrangements so to enable the Headteacher to be briefed periodically on the related progress/status.

To sort and distribute incoming mail to the relevant parties ensuring that any required responses from the Headteacher or Senior Leadership Team is actioned in a timely manner.

To be responsible for the co-ordination of Complaints and Compliments received into School ensuring that effective communications are maintained at all times with all parties and that, where applicable, the matter raised is dealt with in School and statutory timeframes. To liaise with the Headteacher, Senior Leadership Team and Governors, as required, to facilitate the effective investigation of any complaints and collation of all related information and documentation.

To take responsibility for the periodic review and re-drafting of the School's Complaints and Compliments procedure ensuring that the recommendations of the Department for Education, as it relates to Academy schools, are incorporated appropriately.

To support the Headteacher, Business Manager and Data Protection Officer as required in responding to Subject Access and Freedom of Information requests.

To show absolute confidentiality and discretion at all times.

To oversee and support the coordination of whole school events, ensuring consistency of approach and style.

2.0	School Communications
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To be responsible for the review of all ParentMail communications sent from the School on a daily basis, ensuring that the presentation and narrative are accurate, appropriate and in accordance with the corporate standards.

To be responsible for the production and circulation of the weekly Parent Briefing, collating articles received from the Headteacher, Senior Leadership Team and wider School community and ensuring that the Briefing is produced to an exacting standard taking into consideration the corporate standards.

To be responsible for the production and periodic update of the electronic Staff Handbook, liaising with staff colleagues as necessary to ensure that the information incorporated is current and accurate.

To have an oversight of the digital platforms associated with the School, including the website and media accounts, liaising with colleagues to ensure that the content is current and relevant and that the platforms are updated with new content on a regular basis to present a dynamic representation of School life.

To ensure that the School website is compliant with statutory regulation.

To lead on the whole School external communication ensuring that a high standard of presentation and narrative (including corporate standards) are used and the layout and purpose of documentation is consistent, e.g. letters, minutes, reports. Providing support and guidance for other members of the School community as necessary.

To take oversight and leadership of home-school communications. Parent Mail, weekly Briefing and School media accounts .

3.0 Exclusions

To be responsible for processing notification of exclusion letters on request from the Headteacher or a member of the Senior Leadership Team and circulating related notifications to relevant colleagues and external agencies.

To liaise with staff colleagues, as required, to inform them of relevant information relating to re-integration meetings etc.

To liaise with the Clerk to Governing Body to instigate Governor Disciplinary Committee meetings in response to fixed term and permanent exclusions.

To collate and analyse exclusion data and other relevant information for presentation to Governing Body or any other forum as required by the Headteacher.

To liaise closely with the Headteacher and ensure communication progresses in a timely and positive manner with parent/carers in circumstances where a student has been excluded from lessons.

4.0 Additional Responsibilities

To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential sensitive information in line with data protection legislation.

To undertake any other reasonable duties and/or times of work as may be reasonably required in accordance with the grade and general level of responsibility within the School.

To ensure compliance with all School policies and procedures and continually promote and support the ethos of the School.

To be responsible for your own continuing self-development, undertaking training as appropriate.

Participate in training and other learning activities and performance development as required.

To attend meetings and school events in the evenings as the Headteacher requires.

REVISION DATE: October 2021

Employee Specification

Criteria	Experience, Skills and Qualities	Essential or Desirable
Qualifications and Training	Able to demonstrate a high standard of general education to GCSE standard in Mathematics and to A Level or above in English.	Essential
Experience	Experience of working as an Executive Assistant or Personal Assistant at Director or Senior Leadership level.	Essential
	Experience in preparing correspondence, reports, minutes and briefings	Desirable
Skills and Knowledge	Demonstrable knowledge of Microsoft Office	Essential
	Good knowledge of Share Point and One Drive	Desirable
	Working knowledge of relevant policies, procedures, codes of practice and awareness of relevant legislation, including School Governance, Data Protection etc.	Desirable
	Ability to plan and organise work in accordance with organisational priorities and deadlines	Essential
	Excellent attention to detail.	Essential
	Excellent communication and emotional literacy skills.	Essential
	Ability to build effective working relationships within the School community.	Essential
	Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the reputation of the School.	Essential
Personal Qualities	Commitment to promoting the ethos and values of the School and getting the best outcomes for students	Essential
	Ability to work calmly under pressure.	Essential
	Committed to safeguarding children.	Essential

Person Specification		
Specification	Desirable	Essential
Education and Training		5 GCSEs (or equivalent) at Grade C or above in English and Maths.
Knowledge and Experience	Experience of shorthand and dictation.	
	Experience of working in an administration role in educational sector.	Minimum of 2 years' experience of working in an administration or in a personal assistant role in public or private sector.
	Experience of working and communicating with young people.	Advanced knowledge and experience of Microsoft Office application including Word, Excel, Publisher and Power Point.
Abilities and Skills		Excellent written and verbal communication skills. Experience of communicating with a wide range of people and organisations.
		Ability to plan and prioritise a range of regular and irregular tasks.
		Ability to provide high levels of customer service.
		Strong organisational skills and ability to be adaptable.
		Ability to work effectively as part of a team.

REVISION DATE: 9th September 2021