

<b>Post title</b>	<b>Executive Assistant</b>
<b>Reporting to</b>	Principal/School Business Manager
<b>Working Time</b>	Equivalent to 37hpw, term time plus insets + 2 weeks (to include one late afternoon/evening every Tuesday 4-6pm). May also include afternoon/evenings to provide clerking for exclusions/other meetings.
<b>Salary/Grade</b>	G7 (actual salary £22,805- £25,643) FTE £24,982-£27,741

**PURPOSE OF THE POST**

- To provide a comprehensive, confidential and professional executive support service to the Principal and Senior Leadership Team.

<b>Responsible for</b>	<ul style="list-style-type: none"> <li>• Supporting the Principal and Senior Leadership Team in the administrative and organisational aspects of their roles.</li> <li>• Acting as the main point of contact for individuals or organisations communicating with the Principal and senior leaders.</li> <li>• Producing all paperwork relating to exclusions (both FTW &amp; PEX) in line with LA and legal requirements.</li> <li>• Centrally managing all exclusion queries.</li> <li>• Clerking all exclusions meetings and liaising with parents/carers, Governors, LA and SLT to arrange the panels in line with the DfE exclusion policy.</li> <li>• Liaising with the LA regarding exclusions and procedures.</li> <li>• Providing an effective, high-quality professional clerking service to the Principal and Senior Leadership Team.</li> <li>• Participating in and leading on key projects and activities as directed by the Principal or line manager.</li> </ul>
<b>Liaising with</b>	The Principal, Senior Leadership Team, school staff, Chief Executive, Trust staff, students, parents/carers, visitors, Local Authority, outside agencies and Governors.
<b>Working conditions</b>	Office-based post, though the postholder may, on occasion, be required to travel to attend meetings elsewhere. The post holder may be subject to some exposure to disagreeable or unpleasant people related behaviour.
<b>Characteristics of the post</b>	<p>While the majority of the work will take place within normal office hours, the postholder will regularly be required to support and minute meetings or events which extend beyond normal office hours, for which a time-in-lieu arrangement is in place.</p> <p>All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people. The following employment checks are required:</p> <ul style="list-style-type: none"> <li>• Evidence of entitlement to work in the U.K.</li> <li>• Evidence of essential qualifications</li> <li>• Two satisfactory references</li> <li>• Confirmation of medical fitness for employment</li> <li>• Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.</li> </ul>

## MAIN (CORE) DUTIES AND RESPONSIBILITIES

### Support to the Principal and Senior Leadership Team

- Provide proactive, efficient and effective administrative support to the Principal and Senior Leadership Team, including (as required) producing documents, making travel arrangements, organising and facilitating meetings, ordering materials and refreshments and keeping records of orders placed.
- Responsible for preparing and undertaking the exclusion paperwork in line with legislative and statutory guidance for both FTE and PEX exclusions. Working collaboratively with the Principal/AP of behaviour.
- Responsible for arranging and clerking all exclusion meetings. Liaising with parents/carers, Governors, LA and SLT to arrange panel meetings as required in line with the DfE exclusion policy.
- Clerk all exclusion meetings and produce quality minutes and response letters on behalf of the Governors. Ensure meetings are run in accordance with statutory procedures.
- Liaise with the school attendance officers to ensure exclusions are correctly recorded.
- Act as the central point of contact within the school for all exclusion queries.
- Record all students attending step out and process all paperwork for phased reintegration, liaising with the LA and EWO as required.
- Maintain all staff training records and record attendance at briefing and training sessions throughout the academic year.
- Monitor and arrange break and lunch time duties to ensure any gaps due to absences are covered. Liaise with the Principal/VP regarding changes to the duty rotas. Report on missed duties daily.
- Be the first point of contact for personal, telephone or written communication with the Principal or Senior Leadership Team, receiving visitors on their behalf, using own judgement when visitors arrive without appointments or in the absence of members of the leadership team, and demonstrating maturity in dealing with a wide range of different people and needs.
- Advise and assist parents and carers with urgent sensitive issues, making arrangements for them to see a member of the Senior Leadership Team as appropriate.
- Undertake, with complete discretion and in confidence, tasks of a sensitive and confidential nature as directed by the Principal or members of the Senior Leadership Team.
- Develop a detailed understanding of the Principal and Senior Leadership Team's tasks and responsibilities, anticipating their need for information and input, and queueing them for action at the appropriate time.
- Proactively manage communication to the Principal (by post, email or telephone), using own initiative to respond to questions and emails where possible, redirecting items to other staff where appropriate, seeking further guidance where unsure, and flagging important items to the Principal as a priority.
- Maintain and update the Principal's online diary, arrange and prioritise meetings as necessary and ensure that the Principal is appropriately briefed prior to meetings.
- Produce high quality documents, presentations, data reports, spreadsheets, etc. for the Principal and Senior Leadership Team, using the appropriate IT packages and ensuring that all communications reflect the ethos, values and image of the school.

	<ul style="list-style-type: none"> <li>• Muse and manage manual and computerised record information systems and analyse data to produce reports and information as required.</li> <li>• Maintain the school calendar and timetables of key activities, ensuring that the Principal and Senior Leaders are prompted about the need to take action in a timely manner.</li> <li>• Organise and attend meetings, prepare and distribute agendas and supporting papers; take accurate minutes and distribute these in a timely manner as required, ensuring that relevant individuals are aware of actions assigned to them and confirming that these actions have been undertaken.</li> <li>• Oversee the arrangement, organisation, planning and preparation of school functions and events as directed by the Principal or Senior Leadership Team.</li> <li>• Prepare information or statistical returns for external agencies as and when required e.g. school inspectors, auditors, funding agencies.</li> <li>• Maintain the Academy's website and social media accounts under the direction of the Principal and Business Manager.</li> <li>• Provide project support to Academy projects, including the carrying out of background research and detailed analysis, the assessment of complex situations and problems, presenting findings, producing documents, briefing papers, reports and presentations to support the project and executive decision making.</li> <li>• Supervise students as required, e.g. students on duty, pupil voice sessions during staff interview processes.</li> </ul>
<b>Additional duties</b>	<ul style="list-style-type: none"> <li>• Attend meetings and training sessions as required.</li> <li>• Actively contribute to the promotion of the school and Trust, taking a leading role where appropriate.</li> <li>• Provide cover, as directed, for the Trust Executive Assistant.</li> <li>• Comply with all policies and procedures including child protection and safeguarding, health and safety, confidentiality and data protection.</li> <li>• Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li> <li>• Carry out any other tasks as are commensurate with the duties and responsibilities of the post.</li> </ul>
<b>Other specific duties</b>	<ul style="list-style-type: none"> <li>• To continue personal development.</li> <li>• To engage actively in the performance review process.</li> </ul>
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. 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 that is commensurate with grade.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>The job description is current at the date shown, but, in consultation with you, may be changed by the Trust to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	

<b>Date completed</b>	September 2021
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**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/ Training</b>	A good general level of education including GCSEs at grades A*-C (or equivalent) in Maths and English	Higher Education or professional development in a related field
<b>Knowledge</b>	Knowledge of, and an interest in, issues relevant to education	Knowledge of areas affecting schools, including: Safeguarding, Health and Safety, Statutory Assessments, Self-Evaluation, School Development Plan, HR Policies and Procedures, Ofsted Inspection Framework, Performance Management, Safeguarding and Complaints Exclusions, etc.
<b>Experience</b>	<p>Experience of working in a PA/senior administrative support role in a busy office environment</p> <p>Experience of using a wide range of office equipment and common ICT software packages such as Word, Excel and Powerpoint to a high level</p> <p>Experience of using information systems to analyse complex information and statistics</p> <p>Experience of organising meetings and events</p> <p>Experience of administrative work in a busy environment</p> <p>Experience of producing high quality documents and minutes of meetings</p> <p>Experience of maintaining databases and records accurately</p>	<p>Experience of working in a school environment</p> <p>Experience of using design and layout programmes such as Publisher, Serif or similar</p> <p>Experience of exclusions legislation and statutory guidance processes.</p> <p>Experience of clerking meetings</p>
<b>Competencies and other skills required</b>	<p>Excellent administrative and organisational skills, with high attention to detail</p> <p>Excellent standard of written and spoken English</p> <p>Excellent listening, communication, influencing and persuasion skills</p> <p>Ability to maintain confidentiality and act with integrity</p> <p>Self-motivated, proactive and able to work on own initiative</p> <p>Ability to build and form effective working relationships with a wide variety of people at all levels inside and outside the organisation</p>	<p>Able to demonstrate practical skills in dealing with day to day changes in the work environment</p>

	<p>Ability to analyse situations or information, assess competing demands, consider possible outcomes and make reasoned decisions or recommendations</p> <p>Ability to determine the key points from information and summarise this accurately</p> <p>Ability to provide timely and accurate information</p> <p>Attention to detail and an ability to maintain momentum when undertaking routine tasks</p> <p>Able to provide accurate and appropriate advice in an objective and constructive way, including where emotions are running high and/or conflicting views are being expressed</p> <p>Able to tactfully manage potentially contentious situations, remaining calm and focused under pressure</p> <p>Able to be assertive when required</p> <p>Commitment to regular professional development and training to ensure that knowledge of relevant, legislation, procedures, policies and guidance remains up-to-date</p> <p>Able to apply mental concentration for a prolonged period</p> <p>Able to manage own workload effectively, work well under pressure and meet tight deadlines</p> <p>Flexible and willing to undertake a wide variety of duties within the scope of the role</p> <p>Well-presented, with the ability to give a positive and professional impression of the school and wider Trust</p>	
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