

Corbets Tey School Job Description

Job Title:	Executive Assistant to the Headteacher
Grade:	S01
Hours:	36 hours per week, 41 weeks per year
School:	Corbets Tey School
Reports to:	Headteacher
Staff Managed:	None

Job Purpose:

To provide Executive Assistant support to the Headteacher.

Position accountabilities:

- Full administration, advice and support to the Headteacher
- Leading on the school policy review cycle
- Organisational and administration lead between the Headteacher, governors and governor services
- Leading on Data Protection Compliance
- Line management of one member of staff

Manage Headteacher Communications

- Take full responsibility for the maintenance of Headteacher's electronic diaries/calendars and prioritising and scheduling appointments;
- Plan, organise and prepare paperwork and communicate key/essential information to ensure the Headteacher is well prepared for meetings.
- Record and coordinate the Headteacher's actions at the end of key meetings and from correspondence and ensure that they are followed up; this includes performing part or complete tasks yourself where possible or carry out regular reminders to ensure timely completion
- Organise CPD events or book courses/events for the Headteacher.
- Monitor and manage Headteacher's emails, prioritising and carrying out actions where possible and communicating accordingly.
- Manage and collate all relevant information and records to support performance management processes carried out by the Headteacher.
- Coordinate rooms/venues/virtual platforms, attend meetings and take minutes as required
- Support sensitive human resources work as required by the Headteacher.
- Plan, coordinate and lead strategic school improvement projects such as organisational change when needed and as appropriate for the Headteacher
- Support Headteacher with confidential matters in a discreet manner, for example, serious confidential issues related to governors, staff, parents or students.
- Monitor and manage the use of key online communication systems on behalf of the Headteacher.
- Use own knowledge or research to create informative reports, letters and graphics on behalf of the Headteacher.
- Generate articles, information, news and messages yourself or from others to create the weekly staff bulletin on behalf of the Headteacher.

Manage Headteacher Contact

- Be the first point of contact for members of the public, parents, pupils and staff wishing to see the Headteacher.
- To deal with queries/requests/complaints autonomously where possible; redirecting to another member of staff or consulting with Headteacher when needed.
- Screen phone calls, enquiries and requests, and take responsibility in dealing with matters when appropriate with pro-active decision making and sensitivity, tact and discretion
- Implement procedures/new administration systems and being responsible for making sure they are carried out when directed by the Headteacher
- Take accountability for the quality and accuracy of written communications to all stakeholders, e.g. AutoText, whole staff emails, etc.

Support to Governors

- Be the organisational and administration lead between the Headteacher, governors and governor services.
- Be responsible for planning all required governors meetings throughout the annual calendar; collaborating and communicating with governors and pro-actively resolving any issues.
- Plan ahead to prepare all agendas, liaise with leaders and other administrators to gather information and produce final reports for Governors to read ahead of all meetings.
- Attend all Governors meetings.
- Ensure the smooth running of visits, meetings or conferences, including governors' meetings.
- Be fully responsible for and coordinate the review cycle, quality assurance, SLT and governor review/approval and storage and communication of all school policies.
- Be responsible for quality control of the development of policies ensuring they reflect current procedures; recommending or advising on changes to policy or practice;
- Liaise and consult and communicate with staff on policy and procedure development and implementation to ensure compliance

Support in Specific Areas

- Actively keep up to date on relevant educational issues and legislation and independently undertake research to advise and provide information for the Headteacher.
- Review accident forms and take responsibility in following up any actions necessary
- Consult with the Headteacher and make recommendations for actions on any notable trends, concerns or issues
- Liaise with the Enterprise and Technology Lead and contribute information to support the school's website compliancy.
- Take responsibility for Data Protection compliancy in the school and organising regular training for staff
- Ensuring the Headteacher is fully aware of data breaches and make recommendations for actions necessary
- Consult with Data Protection Officer on all related matters.

General Admin Support

- Analyse data and prepare information appropriate to the audience in a variety of creative formats including Word, Excel, PDF, PowerPoint and other reports including confidential material for the Headteacher.
- Maintain current office systems and identify when new office and administration systems are needed
- Manage data management and filing for the Headteacher
- Manage planning and delivery of inset day activities in consultation with the senior leadership team and other staff.
- Be responsible for maintaining up to date records of internal CPD and weekly staff meeting activities.

- Provide administrative support to members of the senior leadership team as directed by the head.

Other Responsibilities

- Take part in the school's performance management system.
- Support the office in providing an efficient, professional and friendly front line service for staff, parents, pupils and visitors.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the school.
- The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of school records and information.
- The post holder must carry out their duties with full regard to the Schools Code of Conduct, Child Protection Policy and all other Policies.

Notes:

1. The school expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities
2. Staff in schools work subject to statute and many policies and procedures. The post holder will be expected to become familiar with these and work in accordance with them.
3. This is an amended job profile for an existing post. It will be subject to review with the post holder after one year and may then be reviewed from time to time

Person Specification for Executive Assistant to the Headteacher

Qualifications	Essential (E) Desirable (D)
Excellent numeracy/literacy skills – English and Maths GCSE A*-C equivalent.	E
Qualification in Business Administration/Management or ICT Communications to at least Level 3 or above	E
A degree level qualification in Business Administration/Management, ICT or Communications	D
Relevant experience in education, secretarial or administrative management	E
Experience, knowledge and skills	Essential (E) Desirable (D)
Experience of providing a wide range of PA support, preferably in a school environment.	E
Exceptional attention to detail with the confidence to question and challenge others when appropriate	E
Knowledge and experience of using a range of online collaborative applications, e.g. Microsoft and Google tools, at intermediate level or above.	E
Experience of producing creative documents of high quality using Word and Excel and other applications	E
Experience of working with confidential and sensitive information.	E
Experience of working effectively under pressure and prioritising	E
Ability to work effectively and efficiently with a high level of accuracy and precision	E
Ability to keep abreast of changes to relevant education legislation and adhere to policies and procedures and codes of practice such as GDPR.	E
Ability to create charts and reports from data using Excel	E
Personal Qualities	Essential (E) Desirable (D)
Ability to demonstrate effective interpersonal skills face-to-face and excellent telephone manner.	E
Ability to communicate clearly and concisely, orally and in writing with a wide range of people including children and young people	E
Ability to communicate both verbally and in writing demonstrating tact and professionalism to develop good relationships within and outside the school.	E
Ability to work pro-actively, independently and respond appropriately to issues to resolve problems	E
Ability to liaise effectively with external agencies/organisations.	E
Ability to prioritise own workload and work to challenging timelines/work independently demonstrating strong organisational skills.	E
Ability to demonstrate a flexible attitude and approach to tasks.	E
Demonstrates commitment to safeguarding and promoting the welfare of children and young people.	E
Willingness to undergo appropriate checks, including enhanced DBS checks.	E
Ability to form and maintain good professional relationships and personal boundaries with families, staff and other professionals.	E