

Corbets Tey School

Harwood Hall Lane
Upminster. RM14 2YQ
Telephone: 01708 225888
Head Teacher: Emma Allen



Corbets Tey @ The Avelon

100 Avelon Road
Rainham RM13 7DH
Telephone: 01708 225888
Head Teacher: Emma Allen

Executive Assistant to the Headteacher Permanent Contract

Scale: **SO1**

Hours: **36 hours per week, 41 weeks per year**

Required: **As soon as possible (subject to notice period of successful candidate)**

Corbets Tey School is a successful special school with supportive governors, staff and 148 very special students on role across two sites.

We have a new opportunity for a confident and creative coordinator to pro-actively support the work of the Headteacher. The successful candidate will need to be able to work autonomously with a high level of responsibility and demonstrate exceptional problem solving and decision making skills. You will have a strong professional, administrative background, preferably with experience of working in education. The successful candidate will be highly organised, able to communicate confidently, effectively and sensitively with a variety of stakeholders with the confidence to question and challenge appropriately when necessary. You will have exceptional attention to detail and accuracy.

This role includes providing direct support to school governors and be responsible for all planning, administration and communication of meetings including producing agendas, reports and information for meetings. Also the successful candidate will be required to take full responsibility for the policy review cycle quality assuring, monitoring implementation and ensuring continued compliance.

The main responsibilities of the role:

- 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

The successful candidate will need to

- Be able to maintain the highest level of confidentiality.
- Be passionate about education
- Be flexible and able to attend frequent meetings outside of core hours.
- Be supportive of our inclusive and diverse nature.

Please apply via Havering School Jobs website <https://ats-haveringschools.igpp.co.uk/vacancies/>. If you wish to have an informal discussion about the role or would like to visit the school prior to applying please contact us on **01708 225888**.

Closing date for applications: End of Sunday 29th May 2022

Interviews: Week commencing 6th June 2022

This post is exempt from the provision of the Rehabilitation of Offenders Act 1974; the successful applicant will be expected to undertake an enhanced disclosure.

This school is committed to safeguarding and promoting the welfare of children and young people. Everybody who works for the school is expected to share and promote this commitment and to have, or acquire, the relevant abilities, skills and knowledge to carry it out.