



## Nancy Reuben Primary School Job Description

### Executive Assistant to the Head Teacher, SLT and Governing Body

- Post:** Executive Assistant to the Head Teacher, SLT and Governing Body
- Hours:** Full Time
- Responsible to:** Headteacher for day to day operational matters and Chair of Governors for all Governing Body related matters
- Job purpose:**
- i) To provide **comprehensive and proactive executive support to the Head Teacher, Deputy Head Teacher, Head of Kodesh and Governing Body** enabling them to undertake their functions effectively and efficiently.
  - ii) **Line management responsibility** for the School Secretary who runs the School Office
  - iii) To **manage all aspects the admissions process** for the Governing Body
  - iv) To **manage the cycle of Governing Body and Committee meetings** including secretarial responsibilities such as preparing papers and agendas for meetings and acting as minute-taker to those meetings. S/he will manage attendance and ensure the production, collation and distribution of finished papers to the deadlines agreed. S/he will also maintain the minute file at school.
  - v) To **assist the Governing Body with any future application for State Aid** including forging good relationships with high profile stakeholders such as Local Councillors, MPs, Government Ministers, Department for Education, advisors and consultants
  - vi) To **assist the Governing Body with fundraising** including establishing relationships with Trusts and Foundations to raise income
  - vii) To ensure the school complies with all GDPR legislation liaising with appropriate advisors where necessary

### Executive Support

The postholder will ensure that all the support needs of the Head Teacher, SLT and Governors are met. S/he will:

- Ensure that advanced preparation for meetings can be made and the HT / SLT is / are fully prepared prior to all meetings and events

- Open, filter and file correspondence and emails, taking action, redirecting or bringing to the attention of the HT as appropriate
- Provide administrative support to the Deputy Head / Head of Kodesh / SLT as directed
- Review minutes, track and follow up on actions from the HT's meetings
- Develop and maintain appropriate and efficient systems to ensure that all relevant information is readily available to the HT

### **Diary Management**

The executive assistant will undertake complex diary management for the Head Teacher and SLT Members, ensuring that their diaries are up to date at all times. S/he will think proactively about diary requirements, and will:

- Prioritise and schedule meetings, screening incoming calls and correspondence with particular reference to diary management
- Plan and ensure practical arrangements for the HT and SLT's meetings, including room booking, catering (where necessary) are in place
- Request briefings and/or background information on behalf of the HT and SLT to ensure that they are fully prepared for all meetings / engagements

### **Line Management**

- To line manage the School Secretary including undertake performance reviews and setting performance targets.

### **Human Resource Tasks**

- Manage pre-employment and DBS checks to ensure safer recruitment.
- Manage the administration of the whole recruitment process of all staff in consultation with the Headteacher and Governors where relevant.
- Maintain the School's Single Central Record in line with DfE and Ofsted requirements for all stakeholders, including supply teachers, parent volunteers and governors.

### **Administration Tasks**

- In conjunction with the School Secretary, manage the school's administrative computer systems – Integris / Parentmail and ensure Parentmail and Integris are kept up to date for all child and staff records
- Maintain the computer database and produce documentation required by the school and DfE.
- Liaising with the School Secretary to ensure that up-to-date records of pupil information are kept and that staff are advised of any changes.
- Ensure that the school's administrative procedures are effective and review systems regularly.
- In the absence of the school receptionist, undertake reception duties including response to telephone call handling and assist with any enquiries received from parents or visitors by phone, in writing or in person.

- Undertake a full range of typing or word processing and use of desktop publishing as appropriate to produce complex and sophisticated layouts.
- Produce spreadsheets and database information.
- Compose own correspondence on standard issues.
- When necessary take accurate minutes at school meetings
- Operate email and associated information technology as required.
- Manage own office -maintaining a neat and tidy environment.
- Prepare and produce relevant school information and publications to parents, staff, governors and other agencies as required.
- Proofread documents to ensure accuracy
- Ensure the website is up to date with relevant information such as vacancies and staff information
- Lead and manage the communication for class trips including bookings of coaches and venues. Liaising with the School Bursar regarding payments.
- Manage the administration of out of school hours learning e.g. Booster classes.
- Organise ticketing for school events.
- Maintain staff training records including the database of e.g. Fire Marshalls, child protection training and ensuring that refresher training is booked in a timely manner
- Update the academic calendar, timetables and all other documents related to the school schedule and ensure communication is given to relevant staff, parents and governors.
- Support the Headteacher in designing and producing the School Prospectus, Parent Handbook and Staff Handbook as well as maintaining policy documentation on the website and in hard copy in the School Policy File.

### **Governing Body Support**

The Executive Assistant will act as the Head Teacher's administrative liaison with the Governing Body and will take on the role of school clerk which will involve:

### **Managing the cycle of Governing Body and Committee meetings**

- Including responsibility for preparing papers and agendas for meetings and acting as minute-taker to those meetings. S/he will manage attendance and ensure the production, collation and distribution of finished papers to the deadlines agreed. S/he will also maintain the Governing Body minute file at school.

**Maintenance of Professional Standards:**

1. Ensure the highest standards of professional conduct and confidentiality at all times, and in particular when with other staff of the school;
2. Ensure the development and maintenance of a team culture that enables all members of the Leadership Team and Governors to be effective in their respective roles;
3. Ensure the development and maintenance of a collaborative culture which demonstrates loyalty and integrity towards school leaders.

**Other Duties and Responsibilities:**

Undertake any other reasonable professional task as directed by the headteacher.



**Person Specification Executive Assistant to the Head Teacher, SLT and Governing Body**

<b>Requirement</b>	<b>E= essential</b>	<b>D= desirable</b>	<b>E</b>	<b>D</b>
<b>Qualifications and Training</b>				
1. Educated to degree level				X
<b>Experience</b>				
2. At least three years' experience PA experience at a senior level			X	
3. Experience of structuring business letters/correspondence			X	
4. Experience of taking minutes and preparing for meetings			X	
5. Line management responsibility for other members of staff including carrying out performance reviews and setting targets			X	
6. Experience of managing the cycle of Governing Body and Committee meetings or similar in the case of Trustees and Boards			X	
7. Experience of managing a complex school admissions process				X
8. Experience of assisting the Governing Body in the application process for State Aid including evidence of forging good relationships with high profile stakeholders such as Local Councillors, MPs, Government Ministers, Department for Education, advisors and consultants			X	
9. Experience with fundraising including establishing relationships with Trusts and Foundations to raise income for the organisation				X
10. Experience of ensuring organisational compliance with GDPR regulations			X	
<b>Knowledge, Skills &amp; Abilities</b>				
11. Strong organisational skills and the ability to prioritise and multi task			X	
12. Ability to work with minimal supervision			X	
13. Excellent time management			X	
14. Ability to deal with interruptions that working in a busy environment will present			X	
15. A practical approach to problem-solving			X	
16. Excellent communication and presentation skills, able to communicate well with people at all levels			X	
17. Accurate typing and word processing skills (minimum 50 wpm) and thorough familiarity with Microsoft Outlook, Word and PowerPoint and use of the internet and contact databases, graphic presentation			X	
18. Demonstrable commitment to quality with an eye for detail			X	
19. Ability to work under pressure and be flexible as part of a small team			X	
<b>Personal Qualities</b>				
20. Support for the school's ethos, aims and objectives			X	
21. Bright, confident personality, well presented and highly personable with a sense of humour			X	

The assessment of skills and experience will be likely carried out through a range of competency and skills-based assessment which may include a presentation, interview, references and written tasks and scored.