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**JOB DESCRIPTION**

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| **Job Description: Executive Assistant to the Headteacher and SLT**  **Reporting To: Executive Headteacher Pay Scale:**  **Job Purpose:**  The post holder will be responsible for providing high quality, confidential and comprehensive administrative support to the school’s Executive Headteacher and senior leadership team. The postholder will be a key point of contact for all school communications, ensuring these reflect the vision and values of the school and the trust . |
| **Key Responsibilities: Specific** |
| **Administration**   * Provide a high standard of administrative and management support for the Executive Headteacher and senior leadership team. * Provide support to the School Business Manager with all aspects of general HR administration, including recruitment activity, pre-employment checks and contract documentation. * Accountable for the maintenance and upkeep of all school leadership team diaries, including organising appointments, arranging meetings and coordinating hospitality with differing levels of formality. * Manage the hospitality budget, acting in accordance with the trust’s Finance Manual, policies and procedures, to ensure value for money at all times. * Manage the administrative process around exclusions, ensuring that all appropriate policies and procedures are followed, liaising with the trust’s central team, as appropriate. Ensure all exclusion paperwork is collated and issued within specified timeframes. * Produce and co-ordinate agendas and take minutes at key meetings (including senior leadership team meetings), producing accurate written records for distribution, ensuring relevant reports are prepared and circulated beforehand, action trackers are updated and reminders are sent. * Take minutes of the weekly staff briefings and distribute accurate written records to all staff. * Maintain accurate files and reference systems, including archives and current contacts. * Maintain, update and coordinate production of school policies, ensuring up-to-date policies are placed on the school’s website. * Support with the coordination of whole school activities and events, as appropriate, on behalf of the school leadership team. * Liaise with key personnel and local governors, as appropriate, to ensure the smooth running of local governing body (LGB) meetings and co-ordinate link meetings in school. * Collate the Executive Headteacher’s report and all other relevant documentation for the LGB. * Facilitate the welcoming of visitors on behalf of the Executive Headteacher and other senior leaders when required. * Organise refreshments for visitors, meetings or conferences, including LGB meetings. * Respond to correspondence and enquiries in a professional and timely manner, escalating enquiries where appropriate. Manage face to face enquiries efficiently and in a professional and supportive manner. * Assist with managing the school’s email inbox when needed, ensuring the school meets its expected response times and emails for the Executive Headteacher are acted on. * Track and respond to parental complaints, liaising with other staff and seeking advice and clarification as and when required from the central team. * Complete Local Authority, DfE and other returns as necessary, accurately and within required timeframes. * Responsible for the administration of Subject Access Requests and Freedom of Information Requests, liaising with the central team as appropriate. * Log and maintain training logs and records, adding and removing new staff starters and leavers, working with managers and senior leaders to ensure staff are booked on appropriate training. * Maintain the statutory and mandatory training matrix, ensuring the school remains compliant and staff are notified when training requires renewing.   **Communications**   * Develop written communications that are professional and uphold the school’s vision and values and branding, proof reading and formatting texts effectively, ensuring all are consistent and of the highest standard. * Assist in the production and formatting of accurate internal publications (e.g. policy documents, reports, presentations etc.) collecting and collating material as required. * Responsible for the production of parental and student newsletters and any other school publications as requested. * Responsible for overseeing the school social media profile, ensuring it is professional and upholds our vision and values. |
| **Key Responsibilities: General** |
| The post holder will be required to act on their own initiative or on the authority delegated from their line manager or a member of the school/trust’s senior leadership.  The post holder will be expected to work within school and trust policies and procedures and uphold the organisation’s vision.  The job description is not intended to be a complete list of duties and responsibilities, but details the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the school. The post holder will undertake any other duties appropriate to the remit.  The trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.  The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibility for Health and Safety on all employees, therefore it is expected that everyone takes reasonable care for their own health and safety and the health and safety of others.  The above duties may involve having access to information of a confidential nature, which may be covered by General Data Protection Regulations (GDPR) 2018, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must always be maintained and employees must work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the GDPR. Employees must protect the safety and security of information (e.g. using strong passwords, reporting breaches, and ensuring information is stored and disposed of securely. |
| **The key competencies and behaviours commensurate with this post are identified overleaf.** |

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**Ethical Leadership Qualities**

**Competencies and Behaviours**

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| **Competency** | **We do this by** |
| **Trust** | * Being reliable, consistent, credible, honest, humble, courageous and kind. * Managing emotions and helping others to manage their emotions. * Keeping promises and doing what you say you will do * Having a genuine interest in others |
| **Wisdom** | * Developing knowledge and real expertise, then sharing knowledge * Learning from mistakes and failures and admitting when we are wrong * Recruiting knowledgeable, skilled experts, learning from them, embracing their expertise and helping them to flourish. * Viewing systems, methods, models and techniques as a means to an end, removing or changing them if they prove to be ineffective. |
| **Kindness** | * Being kind, humble and authentic * Leading with compassion and care, listening and seeing beyond the job role to the person * Using high levels of emotional intelligence. Building trust and rapport with others, by acknowledging, empowering and elevating others. |
| **Justice** | * Doing what is right, rather than what is popular or easy. * Ensuring we live and breathe our sense of purpose and values in the way we behave, interact with others, make decisions and communicate. * Ensuring rules are necessary and applying them in a consistent, transparent and fair way, whilst allowing for discretion and common sense. * Valuing difference, building diverse teams and encouraging others to behave responsibly towards the community and the environment. |
| **Service** | * Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour * Behaving in a dutiful, conscientious way, demonstrating humility and self-control to build great schools. * Removing barriers and blockers to enable others to do their jobs well * Leaving our egos at the door and putting ourselves in the service of others. * Channel ambition into our schools, not ourselves, and developing our successors |
| **Courage** | * Looking in the mirror when something goes wrong. * Remaining calm, optimistic and positive in the face of adversity, adapting to changing circumstances and helping others to move forward. * Give the whole truth, the back-story and the why. |
| **Optimism** | * Believing in our own ability, and the ability of others, to do what is right to change the world for the better. * Calling out negativity and cynicism * Remaining positive and encouraging, despite sometimes experiencing setbacks, challenges and pressures. Helping others to maximise opportunities, overcome challenges and celebrate success. |
| **Vision** | * Anticipating the future and helping people ready themselves for change. Thinking strategically, researching, gathering, analysing and assessing information, seeking opportunities for organisational development. * Scan the horizon, read and research, share learning with others and collaborate to consider options, obstacles and risks. * Believing in the potential of others; helping them be the best they can be. * Quickly taking in new information and translating that into recommendations, decisions, plans and projects. |