



JOB DESCRIPTION FOR HEAD'S EXECUTIVE ASSISTANT

Reporting directly to the Head of Trent College, the Executive Assistant is primarily responsible for delivering high quality administrative and secretarial support to the Head.

PRIMARY RESPONSIBILITIES:

Executive Assistant

- To deliver high quality administrative and secretarial support to the Head.
- To maintain the upmost confidentiality and discretion in relation to all meetings, correspondence and sensitive information linked to the school, ensuring adequate security for such data at all times.
- To organise the electronic diary of the Head to ensure he is kept to schedule and fully informed at all times, using initiative and a proactive approach to ensure that he is pre-prepared.
- To provide a professional and welcoming reception for visitors to the Head.
- To prepare and distribute all agendas and meeting notes, reports and information in advance of Senior Leadership Team and Executive Team meetings. Attend and minute meetings when requested, and follow-up on action points.
- To maintain an efficient, effective and up to date system for all records and files connected with the Head's functions.
- Running the Head's Office whilst the Head is undertaking external commitments to HMC.
- Management of the Head's budgets.
- Attend the Head's Briefing on a Monday, prepare notes and upload to the Intranet.
- Collating senior staff contingency planning information for each holiday.
- Supporting the Head in the submission of academic staff references.
- Supporting the Head in the collation of information from HR in good time for new staff interviews.
- Liaising with academic staff to prepare pupil references.
- Scheduling appraisals of those assigned to the Head and follow up on paperwork.
- Liaising with the Deputy Head (Academic) in arranging lesson observations carried out by the Head for teaching staff.
- To enter records of pupil achievement as required on the school database.
- To arrange meetings, identifying suitable dates, book venues, equipment and catering appointments, book courses and travel as requested.
- Ensure the school calendar is up to date.
- Send out information emails/tests to parent groups.
- Organise and coordinate the HMC EMG meetings (on a rota basis with other schools in the group).
- To manage all incoming and outgoing post to the Head's Office and to screen telephone calls and emails as appropriate.
- To undertake all reporting, secretarial and administrative duties as required.
- To produce draft future term dates for approval by the Senior Leadership Team.
- To support the Head in the compilation of content for the weekly parent newsletter.
- Provide support to the Admissions and Marketing Departments during busy periods and for particular projects, such as in the lead up to events.
- Reception cover, as and when required.

Regulatory, Governance and Strategy

- To assist the Head in preparing his termly Board Report to the Governors and liaising with Stakeholders.
- Ensure the ISI and HMC websites are updated with the school's latest information at the appropriate times.
- To assist the Head in preparing for ISI inspection and supporting during the inspection.
- Assist the Head in ensuring that the school's SEF is kept up to date.
- Ensure that Parts 1 and 2 of the Pre-Inspection documents and other ISI documents are adequately uploaded to the ISI Shelf and the school's intranet.
- Manage the list of policies and all policies in the Executive online area, in conjunction with the Head of The Elms' PA. Ensure all regulatory policies and other documents are uploaded to Trent College's ISI Shelf. Upload policies to the school's Intranet. Liaise with the Head of Marketing to ensure policies are uploaded to the school's website and the Parent Portal and also with the Bursar's Executive Assistant to ensure the Governors' Portal is updated.
- Assist in dealing with complaints received both orally and in writing, ensuring the Complaints Log is up to date and that the Complaints Policy is adhered to.
- Ensure that the annual censuses for the DfE and ISC have been adequately completed and filed.
- Ensure effective oversight of internal and external communication of calendar events.
- Assist the Head in overseeing all areas of the Strategic and One Year Action Plan and assist the Head in the associated management of the ongoing implementation of these.

Event Organisation and Management

- Organise all events, functions and receptions hosted by the Head and attend when requested.
- Liaise with the Head to ensure VIP invitations are issued in respect of various school functions.
- In conjunction with the Director of Operations and the Deputy Heads' PA, manage all arrangements in respect of end of year celebrations in terms of attendees, prize giving, marquee set up etc and attend Speech Day on the last Saturday in the academic year.

Training and Development

- Offer support to colleagues as required, as an expert in Microsoft Office packages and iSAMS, as well as compliance for GDPR.
- Have an understanding of all admin resource at Trent College, to include sharing of best practice, allocation of resource for periods of cover and provision of appropriate cross-training.

General

- To set the standard for professionalism, integrity, quality of work, confidentiality and technological skill across the administrative and secretarial areas of Trent College and The Elms.
- To champion the school, supporting the organisation of and to attend main events and social functions as requested.
- Ensure that the Head's working environment remains presentable and tidy at all times.

The above list of duties is not in a specific order of importance and is not exhaustive.

PERSON SPECIFICATION

The role requires a self-motivated, extremely organised and professional individual who enjoys working as part of a team but who can lead by example and work with the minimum of supervision.

Qualities, Skills and Qualifications

- Ability to self-manage time on a day-to-day basis to effectively execute and deliver tasks across multiple projects and workflows.
- Ability to juggle priorities, managing tight deadlines, using effective coping strategies.
- Possess excellent communications skills, both written and verbal.
- Demonstrate high standards of accuracy and efficiency with an analytical eye for detail.
- Ability to maintain confidentiality and discretion at all times.
- Trustworthy team player, ability to build rapport and be courteous, friendly and tactful with colleagues and external parties.
- Accept accountability for own work and actions.
- Respond positively to change, ambiguity, adversity and pressure.
- A team player who is proactive and energetic and wants to make things happen.
- Flexibility and willingness to contribute and help in tasks outside the scope of this role.
- Extensive experience in a PA, secretarial or administrative role.
- Advanced knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Excellent standard of literacy, grammar and spelling.
- Excellent written and verbal skills with people at all levels of seniority.
- Excellent customer service skills with internal colleagues and external parties.
- First-rate ability to compose and proof-read correspondence and excel spreadsheets.
- Ability to take accurate minutes at fast paced, complex meetings.
- Discretion, loyalty and integrity to the school at all times.
- Good sense of judgment about when to use initiative or when to consult with others
- Confident in decision making ability.
- Outgoing and resilient.
- Ability to persuade and negotiate with others, using interpersonal skill, rather than position power.

Working Hours

Full time during term-time, 0830 – 1700 (37.5 hours per week). Some hours may be required during the school holidays. These will be agreed in advance and discussed during the interview process.

Salary

Dependent on experience.