

# Job Description

Role:	Executive Assistant (Merchant Taylors' Senior Boys' School)
Reporting to:	Headmaster

## Purpose of the Role

To provide highly proactive Executive Assistant support to the Headmaster within a demanding school environment.

To provide and oversee effective and efficient administrative support to the Senior Leadership Team.

The role requires an enthusiastic and highly adaptable approach, utilising key communication, organisational, time-management and workload planning skills, underpinned at all times by confidentiality and diplomacy.

## Key Responsibilities

- Proactively dealing with all correspondence within the Headmaster's office, both electronically and paper based. Producing clear correspondence in emails, letters, briefing papers, reports, presentations and timetabling communications.
- Screening/dealing with calls and visitors, many of whom will be staff, parents and pupils in a friendly and helpful manner.
- Management of Headmaster's diary/time commitments – arranging appointments and meetings, both on and offsite, ensuring Headmaster is fully briefed/prepared for meetings in advance. You may be required to arrange venues, hotels, travel and catering for the Headmaster, as appropriate.
- Proactively arranging and preparing for meetings, including preparation of agendas/compilation of papers and presentations, attending meeting and recording minutes, devising and managing subsequent log of actions. Arranging venue/catering as appropriate.
- Proactively preparing reports on behalf of Headmaster for Board Meetings, Committee Meetings, Heads Meetings and Executive Management Team Meetings, in accordance with publicised deadlines.
- Compiling School communications and writing to parents and staff at the request of the Headmaster.
- Supporting the Senior Management Team with the production of correspondence, including the production of reports.
- General office duties including photocopying, sorting/distributing department post, maintaining efficient filing system (both manual and electronic).

- To participate in the co-ordination of school events including open evenings, award ceremonies, end-of-term functions and social events through the provision of materials, the ordering of catering and facilities, booking of IT/equipment, and preparing invitations/seating plans and publicity as required.
- Assisting with the arranging of meetings, including scheduling these in the calendar, preparing papers, attending meetings to record minutes, and liaise as appropriate with staff and parents.
- Undertake project work for the Headmaster/Senior Management Team as required.
- Carry out any other duties as directed by the Headmaster, as may from time to time be required.
- Line Management of School Secretary and the administrative functions of the post holder in their work to support the School and senior member of teaching staff.

### **Person Specification**

#### **Essential Requirements for the role**

- Bring extensive secretarial and telephone skills to the role through previous PA experience.
- Excellent verbal and written communication skills.
- Qualification in English Language A – C
- Positive approach and 'can-do' attitude.
- Experience of line management of others.
- Proficient in the use of Microsoft Office systems, including Office 365 and other IT systems generally.
- The ability to act with complete confidentiality and to carefully manage sensitive information.
- Use of initiative and proactive in resolving issues
- Show effective diary management to ensure there are no conflicting appointments building in appropriate meeting time and travel arrangements.
- Prioritise workload effectively and efficiently, completing high volumes of workload as and when demands require. Availability out of hours may be required when special circumstances apply such as attendance at formal school events.
- Communicate effectively and professionally when engaging in all aspects of school life including to our parents/stakeholders/staff/students/Governors.
- Show resilience in dealing with deadlines and priorities in a busy school environment.
- Show a highly organised and calm professional attitude at all times showing a proactive not reactive attitude to the role.

#### **Desirable Requirements for the role**

- Experience of working in a school environment
- Knowledge of school management information systems
- Qualifications in business and administration
- Shorthand skills
- Additional languages