



Job Description

Post: Executive Assistant AAA 5335

Salary Scale: Grade 7, Cheshire East Council NJC Pay Structure

Purpose of Post

To provide comprehensive, professional and flexible executive assistance to the Headteacher to support them in effective and efficient leadership and management of the organisation.

To manage executive key processes effectively, efficiently and with initiative including communication with stakeholders and high-quality administrative support across a range of activities.

To work across school teams and various organisational stakeholders.

To operate with exceptional organisational abilities with a high level of confidentiality and the capacity to multitask effectively.

To support the Headteacher in promoting the organisational effectiveness of the school within the school and the wider community.

To whom responsible

Headteacher

Principal Duties

Executive assistance to the headteacher in management of:

- Efficient and effective communication with stakeholders including students, parents/carers, other stakeholders and external bodies
- The Headteacher's calendar and planning
- Plan and organise events and activities and manage designated meetings
- School policies and designated processes including the school improvement plan
- The school's complaints procedure
- Production of school reports for stakeholders and external bodies
- Working to tight deadlines and prioritising conflicting demands in the role
- Preparing agendas, take meeting minutes or action points and maintain confidential files and records
- Liaison with the Governing Board and communication with the Clerk
- Advanced knowledge in a range of IT applications including MS Excel (essential), Word, PowerPoint, Teams, Outlook, SIMS and experience in mail merge.
- Screening the Headteacher's calls and processing incoming emails and mail addressed to the Headteacher
- Undertaking project and research work
- To undertake ad-hoc duties as required to ensure the provision of a quality service for the school.

Notwithstanding the detail in this job description to undertake, in accordance with the Policy, such work as may be determined by the Head teacher from time to time, up to or on a level consistent with the Principal Duties of the job.

Notes

Health and Safety

To take all reasonable steps to ensure the Health and Safety of students and staff within the teaching base environment.

To promote and safeguard the welfare of students in accordance with the school's child protection policy.

Local Authority Flexibility Policy

Notwithstanding the detail in this job description to undertake, in accordance with the Policy, such work as may be determined by the Headteacher from time to time, up to or on a level consistent with the Principal Duties of the job.

'No Smoking' Policy

The school is an entirely 'no smoking' environment.

Review

This job description will be subject to review annually at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Signatures

Please sign both copies of this job description and return one copy to the Personnel team at Wilmslow High School.

Your signatureDate

Headteacher's signature Date

