

Job Description



Post:	Executive Assistant & SLT Operations Officer
Salary Scale:	Cumberland Council SCP8
Reporting to:	Headteacher
Hours:	37 hours per week [Working pattern to be agreed] Term time [38 weeks per year] plus 4 weeks

To provide high-level, confidential and proactive executive support to the Headteacher and operational support to the Senior Leadership Team.

The postholder will work at the centre of the school's leadership and administrative functions, coordinating meetings, communications, projects, events and key school processes. They will help ensure that leadership decisions are communicated effectively, agreed actions are followed through and the school's operational priorities are delivered efficiently.

This is a varied and influential role requiring excellent organisation, professional judgement, discretion and the ability to build positive relationships with staff, families, governors, the Trust and external partners.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Executive Support to the Headteacher

- Provide confidential, proactive and professional executive support to the Headteacher.
- Manage the Headteacher's diary, appointments, correspondence and meeting commitments.
- Prioritise enquiries and requests, using professional judgement to resolve, redirect or escalate matters appropriately.
- Draft and prepare professional correspondence, briefing notes, presentations and other documents.
- Coordinate meetings, including preparing agendas, taking minutes and maintaining action records.
- Follow up agreed actions and remind relevant colleagues of approaching deadlines.
- Coordinate arrangements for visitors, meetings and official school events.
- Handle sensitive and confidential information with complete discretion.

SLT operational support

- Provide practical and administrative support to SLT in delivering school priorities and improvement activities.
- Coordinate agreed projects and activities on behalf of the Headteacher and SLT.
- Maintain an overview of SLT actions, deadlines and key operational priorities.
- Gather updates from relevant colleagues and provide clear progress summaries to SLT.
- Support the development and implementation of effective administrative systems and procedures.
- Identify potential operational issues and suggest practical solutions.
- Coordinate contributions from different departments to support the timely completion of cross-school activities.
- Maintain the whole-school calendar and ensure that key dates, events and deadlines are communicated effectively.
- Support communication between SLT, staff, governors, the Trust and external partners.

Communication and stakeholder liaison

- Act as an initial point of contact for enquiries directed to the Headteacher and SLT.
- Communicate professionally and sensitively with parents, staff, governors, external agencies and members of the community.
- Develop and enhance systems for communicating important information to parents and carers.
- Ensure that correspondence and enquiries are acknowledged, directed and responded to appropriately.
- Support the Headteacher and SLT in maintaining positive relationships with key stakeholders.
- Coordinate communications relating to confidential meetings, panels and formal school processes.

Coordination of key school processes

- Coordinate the administrative arrangements for exclusion panels, including liaison with parents, governors and the local authority.
- Support the School Business Manager with recruitment, appointment and induction processes.
- Coordinate the timetable and administrative arrangements for issuing reports to parents, working with the relevant senior leader.
- Coordinate the administration of parents' evenings and other parent-facing events.
- Lead the organisation of the school's annual Prize Evening and other significant events.
- Maintain appropriate records of staff absence and distribute documentation to the relevant leaders.
- Coordinate agreed administrative aspects of admissions and admission appeals, including communication with families, the local authority and relevant school staff.
- Organise welcome meetings and other arrangements for students joining the school.
- Provide administrative and logistical support for significant whole-school events and activities.

School Ethos

- The governors of St. Joseph's would encourage all staff to be involved in enrichment activities in line with the ethos of the school, specifically:
- To play a full part in the school community, to support its distinctive Mission and to encourage students to follow this example.
- To support the school in meeting its legal requirements for worship and to attend year or whole school acts of worship as requested.
- To contribute significantly, where appropriate, to implementing the policies and practices of the school and to promote collective responsibility for their implementation.
- Any other duty as deemed necessary by the Headteacher

Further Information

Conditions of Service

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

These duties may be amended as necessary at the discretion of the Headteacher in light of the future development of the school.

The creation of a truly Christian environment in which the Gospel is lived and experienced by all members of its community, is the central aim of St Joseph's. All applicants are expected to be supportive of this central aim.

Safeguarding Children

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see [here](#).

Additional Information

All employees will need to confirm their right to work in this country, or seek sponsorship to work via the school, where appropriate.

Person Specification



Post: Executive Assistant & SLT Operations Officer

Salary Scale: Cumberland County Council Scale Point 8

Qualifications	Essential	Desirable
Good general level of education, e.g. 5 GCSEs (a-C0 including Maths and English or further relevant experience in the absence of formal qualifications	X	
NVQ Level 5 or Professional Qualification in a related area or equivalent experience		X
Willingness to undertake training relevant to the role.	X	
Experience	Essential	Desirable
Experience of providing high-level administrative, executive, project or operational support in a busy organisation.	X	
Experience of managing diaries, meetings, correspondence and competing deadlines.	X	
Experience of coordinating projects, events or organisational processes.	X	
Experience of communicating professionally with a wide range of stakeholders.	X	
Experience of handling confidential and sensitive information.	X	
Confident use of Microsoft Office and other digital administrative systems.	X	
Experience of working with senior leaders.		X
Experience of working within education, the public sector or a similarly regulated environment.		X
Experience of supporting recruitment, governance, admissions or formal meetings.		X
Experience of improving office systems and administrative processes.		X
Skills and Knowledge	Essential	Desirable
A strong multi tasker with impeccable administrative skills and attention to detail	X	
Outstanding organisational skills with the ability to anticipate possible issues ahead of time and maintain solution focused approach	X	
Professional demeanour, well developed interpersonal skills and ability to deal with variety of people.	X	
Display commitment to the protection and safeguarding of children and young people	X	
Ability to draw logical and accurate conclusions from sometimes complex information	X	
Tactful, discreet, professional and calm	X	
Self-starter: work on own initiative, strong organisational skills, and ability to establish priorities and meet agreed targets and deadlines	X	
Demonstrates a clear commitment to a team approach, exchanging ideas and providing support to colleague	X	
Willingness to continue professional development	X	
Ability to identify problems and bring positive solutions	X	
Ability to maintain confidentiality at all times	X	
Ability to blend firmness, patience, empathy and compassion when dealing with difficult situations	X	