

Job Description:
Executive Assistant
*to the Head of School (Sarah Bonnell School)
and Director of Education (Newham
Community Learning Trust)*

Job title:	Executive Assistant
Grade:	P03 - Full time - £45,750 - £49,056
Location:	Sarah Bonnell School & Newham Community Trust Office
Job description reviewed by:	Andrew Hemmings & HR
Person specification:	Included

JOB DESCRIPTION AND PURPOSE – To provide high-level executive support to the Head of School and Director of Education, ensuring the smooth running of the school's and trust's senior leadership operations. The Executive Assistant will act as a key point of contact, manage sensitive information, and oversee a range of administrative functions.

Grade: P03 - Full time - £45,750 - £49,056

Based at: Sarah Bonnell School & Newham Community Trust Office

Reports to: Head of School and Director of Education

Responsible for: N/A

Accountable to: Head of School & Director of Education

Budget: N/A

Other requirements: This post is subject to an enhanced DBS check, and is exempt from the Rehabilitation of Offenders Act (1974)

PROTECTING OUR CHILDREN - SAFEGUARDING

Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at our school play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating.

All staff are advised to maintain an attitude of '*it could happen here*' where safeguarding is concerned. When concerned about the welfare of a child, staff members must always act in the **best interests** of the child.

PROTECTING OUR STAFF AND OUR RESOURCES – HEALTH AND SAFETY

Adherence to health and safety requirements, which includes proper risk management processes, is required from all staff at school in so far as this is relevant to their roles. All staff are expected to understand their responsibilities for protecting and promoting the health and safety of all children and colleagues.

EQUAL OPPORTUNITIES

Newham Community Learning has a strong commitment to achieving equality of opportunity in both its services to the community and in its employment of people, and expects all staff to understand and to promote its policies in their work.

DATA PROTECTION

UK GDPR and the Data Protection Act 2018 control how personal information is used by our Trust. Everyone responsible for handling and using personal data has to follow strict rules called 'data protection principles', which apply to any and all data concerning a living individual. An introduction

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to data protection is provided in our induction systems; refresher training is also provided. Staff are required to seek advice from the leadership team should they have any queries regarding the processing of personal data of fellow members of staff, children or parents.

SAFEGUARDING

Newham Community Learning is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory completion of safeguarding checks and references, in line with Keeping Children Safe in Education (KCSIE) guidance.

Newham Community Learning is committed to creating a diverse workforce. We consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

The Role

To provide high-level executive support to the Head of School and Director of Education, ensuring the smooth running of the school's and trust's senior leadership operations. The Executive Assistant will act as a key point of contact, manage sensitive information, and oversee a range of administrative functions.

Key Responsibilities

- Provide comprehensive executive support and effective diary management for The Head of School and Director of Education
- Act as a key point of contact, managing communications with internal and external stakeholders
- Prepare reports, agendas, presentations, and confidential correspondence to a high professional standard
- Organise and take minutes for meetings, ensuring accuracy and timely distribution
- Support the management of complaints, compliance, and operational matters, maintaining confidentiality and discretion at all times
- Coordinate school events and stakeholder engagement activities
- Manage highly confidential and sensitive information with the utmost integrity
- Support and contribute to safeguarding processes, demonstrating awareness of Keeping Children Safe in Education (KCSIE) guidance
- Assist with project coordination and manage competing priorities to ensure smooth daily operations
- Ensure effective communication and collaboration across the school and trust, modelling professionalism at all times
- Develop and maintain effective systems for monitoring and reporting relevant school data

Person Specification

Experience

- Relevant administrative or executive assistant qualification (desirable)

- Evidence of continuous professional development
- Experience as an executive assistant, personal assistant, or administrator, ideally in an educational setting
- Experience supporting leaders and managing complex diaries
- Experience organising and minuting meetings
- Experience managing confidential information and sensitive matters

Skills and Knowledge

- Excellent communication skills, both written and verbal
- Strong IT skills
- High levels of discretion, diplomacy, and confidentiality
- Outstanding organisational and time management skills, with the ability to manage multiple priorities
- Strong attention to detail and accuracy
- Ability to manage and coordinate projects and events
- Understanding of safeguarding and child protection requirements in schools

Personal Qualities

- Commitment to upholding and promoting the ethos and values of an inclusive trust and an all-girls school
- Proactive, flexible, and resilient approach to work
- Ability to build positive relationships with colleagues, governors, pupils and stakeholders
- Commitment to equality, diversity, and inclusion
- Professional, approachable, and calm under pressure
- Commitment to ongoing professional development

Additional Duties

- Work within the framework of the school ethos, adhering to the Code of Conduct for staff at all times.
- Maintain high standards of professional behaviour and presentation.
- Carry out routine clerical tasks e.g. collecting trip money, distributing letters and producing class lists.
- Any other duties commensurate with the grade which may be required from time to time by the Head of School/Director of Education.
- All staff are expected to take part in necessary training and staff development.

PLEASE NOTE: Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. NCL reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility. These duties may be

varied at the discretion of the Leadership team or Governing Body from time to time, to address the changing needs of the school and the development of the role.

Mobility:

You will be required to work at any of the Trust's sites, including all schools and the central office, as directed. The role involves travel between locations, and you are expected to attend any Trust site as required to meet operational needs. Flexibility in relation to location and working arrangements is an essential requirement of the role.

General Duties:

You will be expected to undertake any other duties and responsibilities that are commensurate with the role, as reasonably directed by the Trust or individual school leadership. This includes supporting the broader aims and priorities of the Trust and contributing to additional tasks, duties, projects, or activities as required to meet operational or organisational needs.