

CANDIDATE PACK

Personal Assistant to the CEO and
Executive Headteacher

EXPANDING HEARTS AND MINDS

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Our intent is to provide an aspirational and enriching education, motivated by our Christian foundation to extend the love of God within a supportive, inclusive community, where each person is known, valued and enabled to flourish; to explore and develop their God given talents, to engage with the world of today and to build a resilient and visionary hope for tomorrow rooted in joy, integrity wisdom and compassion.

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Employee benefits

“ Your school houses some of the most kind, dedicated and committed staff I have ever met “ Teacher



**THE GREEN SCHOOL
TRUST**

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INTRODUCTION

A warm welcome from the CEO & Executive Headteacher

Dear Candidate,

Thank you for your interest in joining The Green School Trust.

We are proud to be a community of schools driven by a shared belief that every child deserves an exceptional education, rich in opportunity, ambition and care. At the heart of our Trust is a commitment to nurturing not only academic success, but also character, creativity and a lifelong love of learning.

Working within The Green School Trust means becoming part of a collaborative and supportive network of professionals who are passionate about making a difference. We value integrity, teamwork and innovation, and we invest in our staff through high-quality professional development and meaningful opportunities for growth.

Our schools serve diverse and vibrant communities, and we celebrate the individuality of every student and member of staff. We are looking for colleagues who share our high expectations, our inclusive ethos and our determination to ensure that every young person can succeed.

If you are considering applying, I encourage you to explore our values, visit our schools where possible, and reflect on how your skills and aspirations align with our mission. We are always excited to meet talented individuals who are ready to contribute positively to our Trust.

Thank you for considering The Green School Trust as the next step in your professional journey. We look forward to receiving your application.

Yours sincerely

Ms Heidi Swidenbank

CEO & Executive Headteacher The Green School Trust

JOB DESCRIPTION

Personal Assistant to the CEO and Executive Headteacher

JOB TITLE:	Personal Assistant to the CEO and Executive Headteacher
SCALE:	SO1
LINE MANAGER:	CEO and Executive Headteacher
LINE MANAGEMENT OF:	None
TEAM MEMBERSHIP:	Trust Administrative Team
WORKING WEEKS:	40 weeks a year coinciding with term dates
HOURS OF WORK:	37 hours a week between the times of 8.00am - 4.30pm (Monday to Thursday and 8.00am - 4.00pm (Friday). This post could be considered 4 days per week

Purpose of the Role

The Executive Assistant provides high-level administrative and operational support to the CEO and Executive Headteacher, while also supporting the wider school community as required. The role is responsible for delivering an effective, efficient, and professional administrative service across The Green School Trust, ensuring the smooth day-to-day operation of key leadership, governance, HR, compliance, and event management functions.

Job Context

This role operates within a busy school environment and works closely with the Human Resources Department. The postholder will manage a diverse range of responsibilities, requiring exceptional organisational skills, attention to detail, discretion, and the ability to prioritise competing demands.

The successful candidate will demonstrate strategic thinking and a proactive approach to improving processes, streamlining ways of working, and enhancing operational efficiency across the Trust.

The Green School Trust is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. This post is subject to a satisfactory Enhanced Disclosure and Barring Service (DBS) check.



JOB DESCRIPTION CONTINUED

Key Responsibilities

Executive Support

- Provide comprehensive administrative and personal assistant support to the CEO and Executive Headteacher.
- Manage diaries, schedules, appointments, meetings, school events, and external commitments to ensure effective time management.
- Coordinate correspondence, emails, and telephone communications, prioritising urgent matters and drafting responses where appropriate.
- Organise meetings and events, including agenda preparation, minute-taking, venue or virtual meeting arrangements, and follow-up of agreed actions.
- Prepare reports, presentations, briefing papers, and other documentation to support leadership priorities.
- Support the CEO and Executive Headteacher with administrative tasks, enabling a focus on strategic leadership and school improvement.

Recruitment and HR Administration

- Provide administrative support throughout the recruitment process.
- Draft and update job descriptions and advertisements.
- Publish vacancies on approved recruitment platforms.
- Coordinate interview schedules and liaise with candidates and panel members.
- Follow up with interviewers to confirm outcomes and ensure employment offers are issued promptly.
- Act as a key point of contact for candidates and hiring managers, ensuring a professional and positive recruitment experience.
- Support onboarding activities, including preparation of contracts, right-to-work documentation, pre-employment checks, and associated administration.
- Confidential minute taking of HR meetings as required.

Data Protection and Compliance

- Support the administration and coordination of Subject Access Requests (SARs), ensuring compliance with statutory deadlines.
- Liaise with departments across the Trust to gather, review, and redact information in accordance with data protection legislation.
- Assist the LDBS Data Protection Officer (DPO) with compliance administration, record keeping, documentation updates, and monitoring activities.
- Support the management of Freedom of Information (FOI) requests and other compliance-related enquiries.
- Maintain secure and confidential records, ensuring appropriate handling and storage of sensitive information.

Policy Management

- Support the CEO and Executive Headteacher in the administration of the Trust's policy management framework.
- Maintain policy records and trackers, ensuring documents are reviewed and updated in line with agreed schedules.
- Upload and publish policies to school websites, intranet platforms, and other approved locations.
- Ensure policy documentation is stored accurately and remains accessible to relevant stakeholders.

JOB DESCRIPTION CONTINUED

Communication and Stakeholder Engagement

- Communicate effectively and professionally with staff, pupils, parents, governors, visitors, contractors, and external stakeholders.
- Coordinate and support internal and external administrative communications.
- Liaise with Local Authority departments and other external organisations as required.
- Deliver a high standard of customer service to all members of the school community.
- Demonstrate professionalism, discretion, and sound judgement when dealing with enquiries and resolving issues.
- Recognise the boundaries of the role and seek guidance where appropriate.

Information and Records Management

- Maintain accurate, secure, and up-to-date records and databases.
- Handle confidential, personal, and sensitive information in accordance with data protection requirements.
- Ensure information is shared appropriately through written, verbal, and electronic communication channels.

Event Management

- Organise and coordinate Trust and school events, including:
 - Annual Prize Giving events
 - National Professional Qualification (NPQ) sessions
 - Early Career Teacher (ECT) programmes
 - Early Career Mentor (ECM) events
 - Open Evenings and other Trust-wide events
- Manage event logistics, including bookings, room allocations, resources, catering, and visitor arrangements.
- Prepare event materials, signage, documentation, and supporting resources.
- Liaise with staff, parents, and external providers to ensure events are delivered successfully.
- Maintain event records and prepare post-event evaluations and reports where required.

Wider duties

- Undertake playground, corridor or lunch / break or before / after school duty supervision as directed.
- Provide first aid to pupils and staff in line with school procedures (training to be provided if required).
- Support wider school events, trips and activities including attending them.
- Be a first aider and fire marshall.
- Adhere to school policies, safeguarding procedures and statutory regulations

Health & Safety

- Fulfil responsibilities under Health & Safety legislation and Trust policy.
- Implement any additional managerial health and safety responsibilities where applicable.

Equality, Diversity and Inclusion

- Promote equality of opportunity for staff and pupils.
- Ensure services are delivered fairly and without discrimination.
- Develop personal and team understanding of equality and diversity issues.

JOB DESCRIPTION CONTINUED



Safeguarding

- Promote and safeguard the welfare of children and young people.
- Maintain confidentiality in line with Trust procedures.
- Adhere to safeguarding and child protection policies. Maintain awareness of relevant legislation.

Confidentiality

To maintain confidentiality at all times.

Flexibility

This job description outlines the main responsibilities of the post. Staff may be located at either site depending on need.

In addition, the job description may be reviewed and amended in consultation with the post holder to reflect the changing needs of The Green School Trust.

All staff are required to comply with Trust policies and procedures.

This job description is designed to outline the main duties and responsibility associated with the post but is not intended to be an exhaustive list of all duties performed. It may be subject to modification or amendment at any time after consultation between the post-holder and the Executive Headteacher of The Green School Trust. These responsibilities are subject to the general duties and responsibilities contained within the statement of contract.

Personal Assistant to the CEO and Executive Headteacher

Criteria	Essential (Unless Marked Desirable)
<p><u>Equal Opportunity</u></p>	<p>Awareness of the Trust’s role as a service provider and employer with regard to equal opportunities.</p>
<p><u>Job Related Knowledge/Aptitude/Skills</u></p> <p>Specific job knowledge <u>necessary</u> for the effective performance of the post.</p>	<ul style="list-style-type: none"> • High level of IT literacy, confident in school MIS systems, Microsoft Office, and other administrative software. • Excellent communication skills, both written and verbal, able to engage effectively with staff, pupils, parents, governors, and external stakeholders. • Strong organisational and planning skills, capable of prioritising multiple tasks, deadlines, and events across two school sites. • Strategic thinking and initiative, able to streamline processes, align ways of working, and improve efficiency across teams. • Ability to manage sensitive and confidential information with discretion and maintain compliance with GDPR and safeguarding procedures. • Event management skills, capable of coordinating school events, trips, parent evenings, and assemblies with attention to detail. • Customer service and interpersonal skills, delivering a professional, welcoming, and supportive service to pupils, parents, and visitors. • Problem-solving and decision-making ability, exercising professional judgement to resolve operational and administrative issues. • Flexibility and resilience, able to work across multiple sites and respond to changing priorities. • Commitment to safeguarding and child protection, promoting the welfare of children and young people in all aspects of work. • Health and safety awareness, including first aid responsibilities, fire marshal duties, and ensuring a safe working environment. • Commitment to equality, diversity, and inclusion, ensuring fair treatment of staff, pupils, and stakeholders in line with Trust policies. • Able to work on your own initiative. • Ability to multitask and work under pressure • Commitment and dedication to the role and the ethos of the Trust • Experienced confidential minute taker with fast, accurate typing skills and strong attention to detail

PERSON SPECIFICATION

<p><u>Experience</u></p> <p>The particular type and depth of experience <u>necessary</u> for the effective performance of the duties. (Relevant voluntary work experience should be considered).</p>	<ul style="list-style-type: none"> • Experience of working and collaborating with people within an organisation • Experience of administration • Experience of working in an educational setting (Desirable) • Experience of Google documents & Arbor (Desirable)
<p><u>Education & Qualifications</u></p> <p>Level of qualifications (if any) is <u>necessary</u> for the effective performance of the duties.</p>	<ul style="list-style-type: none"> • English and Maths GCSE or equivalent pass • Level 3 qualifications (Essential) • Level 4 qualifications (Desirable)
<p><u>Personal Skills</u></p> <p>Skills which are most relevant to effective job performance.</p>	<ul style="list-style-type: none"> • Ability to follow instructions and carry out duties without constant supervision. • Ability to prioritise workload. • Excellent organisation and planning skills • Good time management • The ability to communicate effectively with staff and students and stakeholders: in person; in writing; over the telephone. • Ability to deal with difficult situations. • Commitment to safeguarding students, staff and site users • Professional conduct and confidentiality • Ability to use computer (word, excel, google docs) • Ability to work with outside agencies • Common sense and pragmatism
<p><u>Other Qualities</u></p> <p>(<u>Only where relevant to effective job performance</u>) e.g. physical, operational requirements or circumstances.</p>	<ul style="list-style-type: none"> • Good punctuality and timekeeping • Enjoys working with young people • Good team worker • Well presented & smartly dressed • Always seeking to improve processes • Enthusiastic, energetic and proactive • Flexibility and a willingness to support across the Trust • A willingness to take on any training required • Resilient and looks for solutions not problems • Enjoys responsibility • Enjoys working with people

Our Vision and Values



Our vision

- To provide an excellent, aspirational, and enriching education for those of all faiths and none, where each member of our community is known, valued, safe and enabled to flourish
- Enable all members of our community to live life in all its fullness, explore and develop their God given talents and to celebrate their achievements, creativity, diversity and uniqueness
- Support our students to live hope filled lives in harmony with others, have a positive impact on society and prepare them well for their future pathways;
- Embrace our SERVICE values
- Empower our students and staff to let their light shine

Our values

- SERVICE - we put others before ourselves with kindness
- EXCELLENCE - we have high standards for ourselves and others in all that we do
- RESPECT - we treat others how we would like to be treated
- VALUE - we recognise the unique worth of each other, ourselves and the environment and care for each accordingly
- INTEGRITY - we are honest and trustworthy
- COMMUNITY - we contribute, collaborate and make a positive difference to our school and the wider community
- EQUITY - we work to remove disadvantage, prejudice, bias and intolerance of any kind, and enable all to flourish

School aims



This year we intend to build on restore, respond and reconnect. Our aim is to engage, enrich and enlighten

ENGAGE

- Teachers are highly engaged with research and evidence based practice to deliver expert teaching that inspires and supports all learners to achieve
- Students and staff are actively engaged in fostering positive, healthy, safe relationships
- Students commit to their own academic and personal development and are enabled to flourish

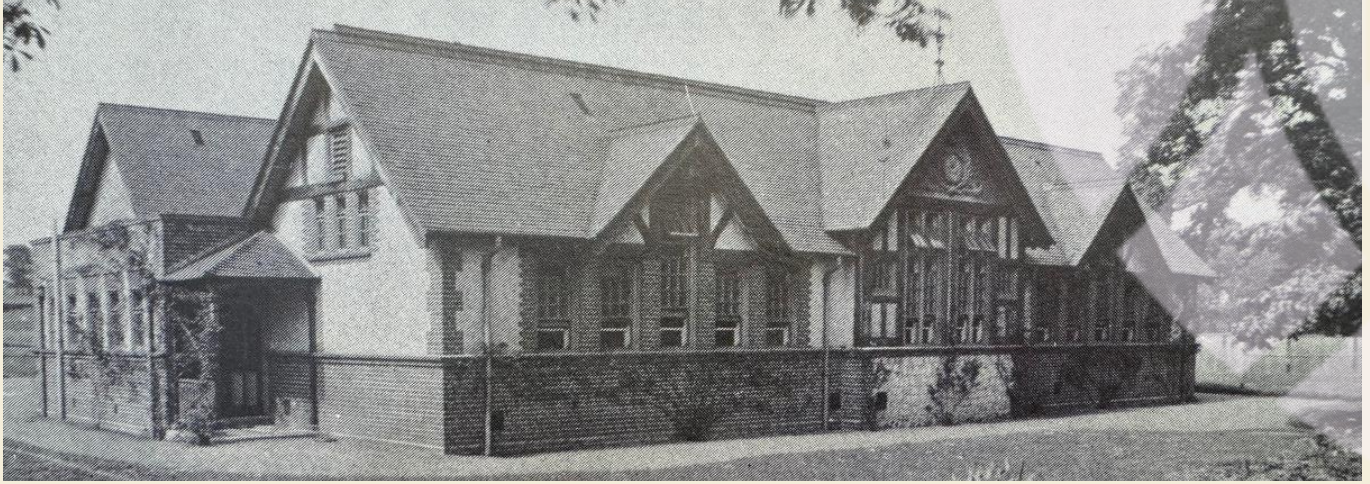
ENRICH

- Staff build a deep, knowledge-rich curriculum embracing diversity, equity and equality
- Staff offer a broad and inclusive co-curricular provision to extend knowledge and skills beyond the classroom, in which students actively participate
- Student Leadership opportunities enable students to become inspirational role models making contributions to the school and to the wider community.

ENLIGHTEN

- Students develop self-efficacy through their engagement and interactions with staff, peers and their own learning.
- Students grow in self-awareness, self-control and self-direction by recognising appropriate and safe behaviour in relationships and conduct as individuals and within student cohorts
- A safe and open forum is created to explore topical, current and difficult subject matter, which all members of the school community approach with tolerance and open mindedness.

Our History



The Green School has a long history dating back to 1796 making us proud to be one of the oldest schools in the area. Originally a Sunday school, it was endowed by some of the more wealthy residents of Isleworth such as the Duchess of Northumberland in 1864, and operated as an elementary school until 1904 when the trustees decided to conduct it as The Green School for Girls.

In 1906 it moved to its current site at Busch Corner on land given by the Duke of Northumberland who owns Syon Park. Despite bomb damage during the Second World war, the original building has survived with new additional buildings to the East and West of the site. This includes the Art, Maths and Science block and new Sixth Form Building which was completed in 2019. In 2017, The Green School for Boys was opened at a site on the opposite side of Busch Corner, adjacent to Syon Park.

The school now operates as an academy trust incorporating both the boys and the girls school as well a co-educational sixth form which is located across both sites. The Green School continues to provide an excellent education for boys and girls from both Isleworth and the surrounding areas as it has done for centuries.

Isleworth and the surrounding area

The Green School Trust benefits from superb location in South West London and is in close proximity to major transport links as well as historic buildings, ancient parkland, miles of riverside and a range of dining, shopping and entertainment venues.

Transport

The schools are located within an 8 minute walk from Syon Lane station which is served by South West Trains and terminates at London Waterloo station. Other stations including Twickenham, Gunnersbury, Osterley and Boston Manor can all be accessed within a short bus ride. This connects the school to the Piccadilly Line, District Line and London Overground Services. By car it is possible to access both the M4 and Heathrow Airport within 15 minutes, the M25 within 20 minutes and central London within 30 minutes (outside of rush hour).

Historic Parkland

The Green School for Boys is adjacent to Syon House and Park which boasts acres of parkland dating back 600 years. The school has views across this park making it a pleasant and tranquil place to work. Both schools are walking distance from the riverside walks of Old Isleworth and Brentford where you can pick up both the Thames Path and the Grand Union Canal walking routes.

There are numerous other sites of historic and natural interest in close proximity to the school including Boston Manor and Park, Gunnersbury Manor and Park, Kew Gardens, Richmond Park and Osterley House and Park.

Dining, Shopping and Entertainment

The school is in close proximity to Hounslow Town Centre (2 miles), Richmond Town Centre (3 miles), Twickenham (4 miles), Kingston (6.5 miles) and Westfield White City (6.5 miles). These locations all boast a range of restaurants, cafes, pubs and bars as well as shops and cinemas. It is also less than a mile from the newly opened Brentford Riverside development which incorporates a range of independent businesses including shops, cafes, restaurants and will soon have a drive in cinema.

Benefits of working at The Green School Trust

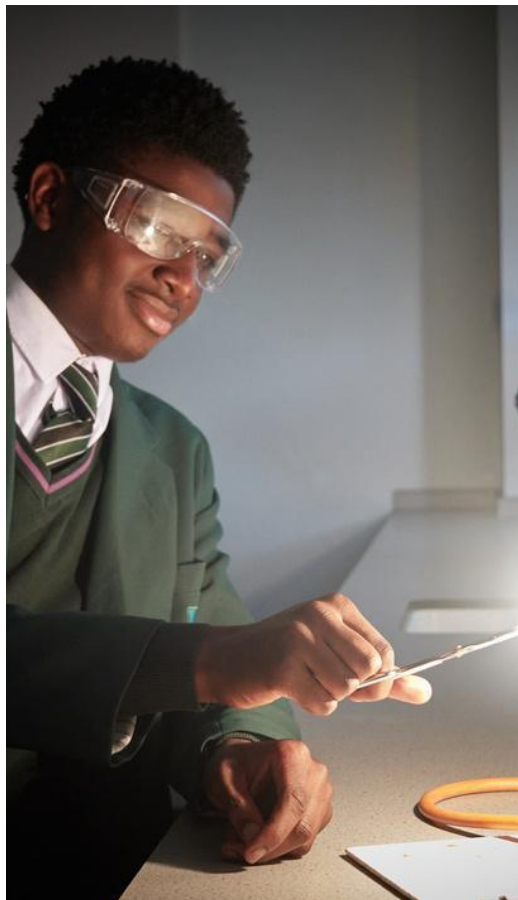


We offer:

- An exciting opportunity to lead a reflective, aspirational school founded on christian values
- The chance to contribute to the development of the Green School Trust
- Strategic and operational support across the Trust
- Structured professional development within the school and across the Trust
- The chance to participate or lead on NPOs as a delivery partner for Best Practice Network
- Accelerated personal development opportunities
- A focus on wellbeing and valuing staff as professionals and people
- A supportive family friendly ethos
- An Employee Assistance Programme with Health Assured free to all staff
- Directed time sensitive to planning, marking and sharing good practice
- A progressive IT learning environment with individual staff devices provided
- A two week October half term
- An excellent location with Syon Lane main line (direct to central London) and good bus services to Richmond, Twickenham, Chiswick, Hounslow and Ealing on the doorstep.

A full programme of support for all new staff is provided. CPD and the development of leadership skills is an important part of the school culture and candidates who wish to progress their careers are encouraged to apply. As a Church of England Trust we welcome applicants from all faiths or none but we do ask that applicants support the Christian ethos of our schools.

Closing date for applications: Monday 6th July @ 9.00am



CONTACT US

Follow us on  

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