



## Education South West: Teign School Job Description Executive Assistant to the Headteacher and Senior Leadership Team

<b>Grade</b>	Grade E, scp 16 to 22 £31,525 to £34,811 (full time equivalent) £28,254 to £31,199 (approximate actual salary range)
<b>Responsible to</b>	Headteacher as a member of the school's support staff
<b>Hours of work</b>	37 hours per week, 41 weeks pa (ie full-time term time + 15 days)
<b>Revision</b>	June 2026

### Main Purpose of the Role

To provide high-quality administrative and organisational support to the Headteacher, Senior Leadership Team (SLT), and Local Governing Body, enabling the effective leadership and management of the school and Trust.

### Key Responsibilities

#### 1. Executive and Administrative Support

- Manage the Headteacher's and SLT's diaries, ensuring effective scheduling and preparation for meetings and events.
- Act as a key point of contact, managing access to senior leaders and handling enquiries, visitors, and communications appropriately.
- Provide proactive administrative support, including preparation of materials, reports, and confidential documentation.
- Attend meetings as required, taking accurate minutes and monitoring follow-up actions.
- Manage correspondence and emails, prioritising and directing matters as appropriate.

#### 2. Organisation and Events

- Plan and coordinate meetings, visits, and events on behalf of the Headteacher and SLT, including logistics, venues, and hospitality.
- Support wider school and Trust events and activities as needed.
- Build effective relationships with internal stakeholders, governors, and external partners.

### **3. Governance and Compliance**

- Act as Clerk to the Local Governing Body
- Provide administrative support to the Local Governing Body, including meeting coordination and documentation.
- Ensure confidentiality and compliance with relevant policies, including safeguarding, data protection, and information security.
- Support the maintenance of accurate records and adherence to statutory and Trust requirements.

### **4. Recruitment Administration**

- Coordinate recruitment processes from approval to appointment.
- Prepare adverts and application packs and ensure appropriate advertising.
- Organise shortlisting and interview processes, including communication with candidates and panels.
- Support interview days, including logistics, candidate care, and compliance checks.
- Ensure accurate completion of recruitment administration and handover to HR/payroll.

### **5. Personnel and HR Support**

- Maintain accurate and up-to-date personnel records in line with Trust and statutory requirements.
- Provide administrative support for HR processes, including appointments, contract changes, absence monitoring, and payroll notifications.
- Act as a first point of contact for staff queries relating to pay, conditions, and procedures.
- Support formal processes such as absence management, hearings, and performance management.
- Assist in maintaining the Single Central Record in line with safeguarding and safer recruitment requirements.

### **6. Continuous Improvement**

- Review administrative systems and processes regularly, identifying and implementing improvements.
- Provide general administrative and clerical support to ensure efficient school operations.
- Contribute to the wider life of the school and support additional duties as required.

## Expectations of the Role

The postholder is expected to:

- Work in compliance with Trust policies, including equality, safeguarding, health and safety, financial regulations, and information security.
- Maintain strict confidentiality at all times.
- Work flexibly to meet the needs of the school and Trust.
- Support emergency planning and business continuity arrangements.
- Uphold professional standards and adhere to the Trust's Code of Conduct.

These responsibilities are not exhaustive, and the postholder may be required to undertake other duties appropriate to the role.

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*This job description should be reviewed annually and may be subject to amendment in consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the postholder's professional responsibilities and duties.*

**Signed:**

Headteacher

**Signed:**

Postholder

**Date:**

**Date:**

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