

Person Specification

Job Title: Senior Executive Assistant to Headteacher

Scale/Salary: PO3

The starting salary will depend on qualifications and/or experience. Applicants should demonstrate substantial high-level executive support experience and strategic operational capabilities.

It is recognised that candidates may not meet all of the Essential criteria but we are looking for the best fit for our students and school.

EDUCATION

		Evident in Application	Evident at Interview
1.	Educated to GCSE Maths and English grade C or above (or equivalent)	✓	
2.	Further relevant qualification equivalent to A Level or above	✓	

EXPERIENCE AND KNOWLEDGE

3.	Substantial experience in a high-level Executive Assistant, Office Manager, or Strategic Support role (school experience is highly desirable, but corporate experience involving complex stakeholder management is equally valid).	✓	
4.	Proven experience in managing corporate or institutional social media accounts with a sharp understanding of reputational risk, digital communications, and brand voice.	✓	
5.	Demonstrated experience in analysing complex data sets and producing high-quality, visually accessible dashboards and reports for the Governing Body or Senior Leaders.	✓	
6.	Sound knowledge of governance, HR administration workflows, and statutory compliance within an educational or corporate environment.	✓	

SKILLS AND ABILITIES

7.	High Emotional Intelligence & Discretion: Demonstrates tact, diplomacy, and high discretion when handling sensitive stakeholder, HR, or trade union issues, with the ability to build trust rapidly across all staff levels.		✓
8.	Proactive Autonomy: Capable of anticipating executive leadership needs and independently resolving operational challenges before they escalate.	✓	✓
9.	Digital Fluency: Highly proficient in modern office suites (Microsoft 365, Google Workspace), survey tools (e.g., Google Forms, SurveyMonkey), data visualisation, and social media management platforms.	✓	
10.	Agility & Adaptability: The ability to pivot seamlessly from drafting a complex strategic report to managing an urgent operational challenge alongside the Director of Operations.	✓	✓

11.	Communication Skills: Excellent written and verbal communication skills, with the ability to draft executive correspondence, governor reports, and engaging social media content.	✓	✓
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PERSONAL ATTRIBUTES AND REQUIREMENTS

12.	Maintain professional composure, organisation, and clarity in a fast-paced executive office, bringing a calm and reassuring presence.	✓	✓
13.	To be deeply aligned with the school's vision and committed to fostering a culture of excellence and staff wellbeing.		✓
14.	Technically skilled, organised, and solutions-focused with meticulous attention to detail.	✓	✓
15.	Committed to data protection, equality, diversity, safeguarding, and accessibility.	✓	✓
16.	Able to work independently while contributing effectively as a collaborative member of the executive and leadership team.	✓	
17.	Flexible, reliable, and dedicated to supporting an outstanding learning and working environment.	✓	✓

August 2026

Signed: Date: