

## JOB DESCRIPTION

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| <b>Post</b>              | <b>EXECUTIVE SUPPORT ADMINISTRATOR</b>   |
| <b>Grade</b>             | Scale 4 point 7  |
| <b>Hours</b>             | 36 hrs pw (excl: meal breaks) 08.00 – 16.00  |
| <b>Term time pattern</b> | Term time only + 1 week (39 weeks per year)  |
| <b>School/Location</b>   | Chestnut Grove Academy, Balham, London<br><i>(The postholder may also be required to work at other schools and sites within the Wandle Learning Trust depending on the role and the nature of the responsibilities).</i> |
| <b>Reports to</b>        | Executive Assistant to the Co-CEO and Head of School   |
| <b>Line manages</b>      | n/a  |

### Context

Chestnut Grove Academy is a high performing convert academy that prides itself on enabling students of all abilities and backgrounds to reach their potential. Academic success is a key strength of the academy with strong performance at both GCSE and A Level. The student capacity is approximately 1300 students.

Chestnut Grove Academy is part of the Wandle Learning Trust. A Multi-Academy Trust which builds on the success of the Wandle Learning Partnership, of which we are the lead strategic partner with Chesterton Primary School.

### Main Purpose of the Job

To provide effective and comprehensive administrative support to the Executive and Senior Leadership Team as directed by, and working in collaboration with, the Executive Assistant to ensure smooth and efficient running of the school.

### Main Responsibilities

- To work in collaboration with the Executive Assistant to support all areas of administration for the senior team including presentations, assisting with database management (MIS) and other IT based tasks, photocopying and dealing with correspondence, as directed by a senior member of staff.
- To produce and/or maintain charts/reports/spreadsheets as directed by the Senior Leadership Team, in a timely manner and liaise with others accordingly.
- To prepare senior level correspondence, reports and confidential documentation.
- To organise meetings, residential conferences and events (internal and external).
- To facilitate effective communication between the Senior Leadership Team, staff, and external agencies to ensure the timely flow of information and support the achievement of priorities and deadlines.
- To take notes and formal minutes in a range of confidential meetings
- To prepare key information for sharing with families, e.g. letters, intervention calendars
- To provide comprehensive administration for school clubs, trips and interventions, including database entry on the MIS.
- To purchase resources and services for the Senior Leadership Team, ensuring orders are authorised and compliant with the Trust's finance processes and regulations.

- To maintain accurate and up to date details on our GDPR software and manage administration of Subject Access Requests, under the guidance of the Data Protection Officer.

### ***Other key responsibilities***

- To spend one hour per day in the Main Office, under the direction of the Office Manager, to include providing medical care as part of the First Aid rota and assist with reception duties, dealing effectively, professionally and positively with face-to-face and telephone enquiries from students, staff and visitors.
- To play a full part in the life of the school community, to support its ethos and to encourage students, staff and colleagues to do the same.
- To engage actively with the performance review process and take responsibility for own development.

### **General Responsibilities**

- To comply with the Trust's Equalities, Diversity and Inclusion policy, as well as all other relevant Trust policies and procedures, at all times. Be aware of and support difference and ensure equal opportunities for all.
- To carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times.
- To present a consistently positive image of the Trust and uphold public trust and confidence.
- To undertake any other duties required that are commensurate with the pay and purpose of your role.

### **Safeguarding**

- To have due regard for, and demonstrate a commitment to, the safeguarding and promotion of the welfare of children and young people.
- To follow and adhere to the Trust's safeguarding policy, the Department for Education's statutory guidance 'Keeping Children Safe in Education' and all other relevant guidance and legislation in respect of safeguarding children.
- To be fully aware of and understand the duties and responsibilities from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people .
- To maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, exercising sound professional judgment which always focuses upon the best interests of the students and the school.
- To ensure that line managers or senior management are made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.

### **Special Conditions of Service:**

This post is exempt from the Rehabilitation of Offenders Act 1974. It is a requirement of your employment that you inform the Employer immediately if at any time during your employment you: are charged or convicted of any criminal offences; or are in receipt of any indictments or police cautions; or are provisionally or permanently placed on the Children's Barred or Adults' Barred List (if applicable) administered by the DBS. Any such information disclosed to the Employer will be processed in accordance with the Data Protection Act 2018. Failure to notify the Employer of any such charges, convictions, indictments or cautions may result in disciplinary action against you up to and including summary dismissal for gross misconduct.

## PERSON SPECIFICATION

### ADMINISTRATION ASSISTANT

|   | Essential | Desirable |
|---|-----------|-----------|
| <b>Qualifications</b>   |           |           |
| GCSE pass Grade in English and Maths  | <b>X</b>  |           |
| Successful completion of a requisite first aid course   |           | <b>X</b>  |
| <b>Experience</b>   |           |           |
| Experience of working in a busy office or administrative environment.   | <b>X</b>  |           |
| Proficiency in MS Office and data entry ie Word, Excel, Powerpoint, Publisher and ideally a school-based MIS system.                    | <b>X</b>  |           |
| Experience of working on a school-based MIS system  |           | <b>X</b>  |
| Demonstrable experience in delivering effective administrative and organisational skills.   | <b>X</b>  |           |
| <b>Knowledge and Understanding</b>  |           |           |
| Experience of working with children.  |           | <b>X</b>  |
| Experience of working within an educational environment.  |           | <b>X</b>  |
| Knowledge and understanding of school systems and the importance of effective administration.   |           | <b>X</b>  |
|   | Essential | Desirable |
| <b>Skills, Abilities and Personal Attributes</b>  |           |           |
| Able to demonstrate a Customer Service ethos, being courteous to students, staff and parents at all times.                              | <b>X</b>  |           |
| Excellent oral and written communications skills  | <b>X</b>  |           |
| Excellent organisational and administrative skills  | <b>X</b>  |           |
| Excellent time management skills, able to work under pressure while maintaining own effectiveness, meeting and negotiating deadlines    | <b>X</b>  |           |
| A strong team player, able to work collaboratively and effectively with a range of styles and personalities                             | <b>X</b>  |           |
| Honesty, integrity and reliability in the handling of sensitive and confidential documents and information.                             | <b>X</b>  |           |
| To be respectful and have an inclusive attitude towards colleagues, students, and visitors from diverse backgrounds                     | <b>X</b>  |           |
| The ability to empathise and communicate with young people.   | <b>X</b>  |           |
| Evidence of ability to be adaptable and flexible and use own initiative, while working within a very busy and fast changing environment | <b>X</b>  |           |
| An excellent record of attendance and punctuality;  | <b>X</b>  |           |
| Able to display tact and resilience a within a busy environment.  | <b>X</b>  |           |

Date Reviewed:

21<sup>st</sup> November 2025