



WESTCOUNTRY SCHOOLS TRUST

JOB DESCRIPTION

Job Title:	Executive Assistant to the Principal
Location:	Across the Trust (based at Ivybridge Community College currently)
Grade/salary:	Plymouth Grade F, (SCP 22 – 25) £33,699 - £36,363
Hours:	37 hours per week, 52 weeks per year – flexibility is required to meet the needs of the role
Reports to:	Principal
Responsible for:	Not applicable
Key relationships:	Senior leaders at the College and across the Trust, core services team, WeST Community Council Members and Trustees, parents, students, external agencies, local residents and businesses.

Job Purpose

The Executive Assistant to the Principal plays a critical role in the effective leadership and external representation of the College. Acting as the primary liaison for the Principal's Office, the postholder provides high-level executive, administrative and professional support, ensuring the smooth operation, reputation and effectiveness of the Principal's work.

The role acts as a visible and trusted face of the College, managing sensitive communications, complex stakeholder relationships and high-profile interactions with professionalism, discretion and integrity. The postholder operates with a strong understanding of statutory education and public sector contexts, working in line with the Nolan Principles of Public Life, and exercising sound judgement at all times.

Duties and Responsibilities

1. At all times demonstrate and uphold WeST's core values, ensuring that behaviour, actions and decisions align with the principles that guide our work.
2. Act as the principal point of contact for the Principal's Office, managing and prioritising communications, correspondence and enquiries, and exercising discretion in filtering and escalating matters as appropriate.

3. Provide high-level executive support to the Principal, including diary management, coordination of meetings, preparation of agendas, papers and briefings, and ensuring timely follow-up of actions.
4. Draft, edit and quality-assure a wide range of professional materials on behalf of the Principal, including correspondence, reports, presentations and stakeholder communications, ensuring accuracy, clarity and impact.
5. Use Microsoft 365 at an advanced level to create, refine and present high-quality documents, presentations and digital materials that reflect positively on the Principal and the College. Keep abreast of emerging technologies and assist the Principal to achieve efficiencies by employing up to the moment technical skills.
6. Arrange, support and host a wide range of reputationally critical meetings, events and visits involving internal and external stakeholders, ensuring an excellent experience that reflects the values and professionalism of the College.
7. Act as a key liaison with statutory education bodies and other public sector organisations, demonstrating a working knowledge of education law and statutory processes, including those relating to Permanent Exclusions and suspensions.
8. Support the Principal in managing sensitive, confidential and complex matters, ensuring compliance with legal, regulatory and Trust requirements, seeking advice and guidance from the appropriate Core Service to ensure the Principal is properly briefed.
9. Build and maintain strong, effective relationships with a wide range of stakeholders, demonstrating diplomacy, discretion, professionalism and sound judgement.
10. Operate with integrity and impartiality at all times, working in accordance with the Nolan Principles of Public Life.
11. Plan and prioritise work effectively, balancing competing demands, deadlines and changing priorities.
12. Maintain accurate records, files and data in line with Trust policies on data protection, confidentiality and information governance.
13. The postholder has a responsibility to promote and safeguard the welfare of children and young people. While the role may have limited direct contact with pupils, it requires a strong commitment to safeguarding, confidentiality and acting at all times in the best interests of children and young people.

14. To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
15. To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
16. Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
17. To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

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This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.

PERSON SPECIFICATION

E = Essential, D = Desirable

<p>Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.</p>	<p>Essential or Desirable</p>	<p>Application Form</p>	<p>Interview (or other selection activity)</p>
<p>VALUES-BASED BEHAVIOURS - It is important to us that your values align with ours:</p>			
<p>Compassion:</p>			
<p>Recognising need in others and acting with positive intention to promote well-being and improve outcomes</p>	<p>E</p>		<p>X</p>
<p>Aspiration:</p>			
<p>Works to high expectations, modelling the delivery of high-quality outcomes</p>	<p>E</p>		<p>X</p>
<p>Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence</p>	<p>E</p>		<p>X</p>
<p>Integrity:</p>			
<p>Acting always in the interests of children and young people,</p>	<p>E</p>		<p>X</p>
<p>Acting with a consistent and uncompromising adherence to strong moral and ethical principles</p>	<p>E</p>		<p>X</p>
<p>Communicating with transparency and respect, creating a working environment based on trust and honesty</p>	<p>E</p>		<p>X</p>
<p>Collaboration:</p>			
<p>Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others</p>	<p>E</p>		<p>X</p>
<p>QUALIFICATIONS:</p>			
<p>Educated to degree level or able to demonstrate equivalent professional experience and capability</p>	<p>E</p>	<p>X</p>	
<p>Relevant professional development in administration, governance or public sector support at level 3 or above or equivalent experience</p>	<p>D</p>	<p>X</p>	
<p>EXPERIENCE:</p>			
<p>Significant experience providing high-level executive or personal assistant support to a senior leader</p>	<p>E</p>	<p>X</p>	<p>X</p>
<p>Experience working within education, local government or another public sector environment</p>	<p>E</p>	<p>X</p>	<p>X</p>
<p>Experience managing sensitive, confidential and high-profile matters</p>	<p>E</p>	<p>X</p>	<p>X</p>

Experience liaising with statutory or regulatory bodies or the ability to do so in a professional manner	D	X	X
KNOWLEDGE, SKILLS AND ABILITIES:			
Strong working knowledge of statutory education or public sector frameworks, including education law relevant to Permanent Exclusions and other key compliance matters	E	X	X
Excellent written and verbal communication skills, operating confidently at graduate level or above	E	X	X
Advanced user of Microsoft 365, with the ability to create and polish professional, high-impact materials	E	X	X
Exceptional organisational skills, with the ability to prioritise and manage competing demands	E	X	X
FURTHER REQUIREMENTS:			
High level of judgement, discretion and political awareness	E	X	X
Ability to represent the Principal and College professionally in a wide range of settings	E	X	X