



FELSTED SCHOOL JOB DESCRIPTION

Executive Assistant to the Senior Deputy Head and Director of Safeguarding

The Role

Accountable to: Senior Deputy Head and Director of Safeguarding

Primarily to fulfill the role of Executive Assistant to the Senior Deputy Head (SDH) and Director of Safeguarding.

Role Responsibilities (illustrative, not exhaustive, list):

Senior Deputy Head's Office

- To assist the SDH as Personal Assistant including maintaining their diary;
- To maintain membership, prepare agendas and take minutes at meetings as directed by the SDH (such as Prefects, School Forum and Food Committee);
- To carry out all regular administration tasks which are the responsibility of the SDH's office e.g:
 - Supporting the SDH in all ongoing preparations for School Inspections e.g. the monitoring of attendance, data extraction, attendance and admissions backups, compliance, health and safety, risk assessments, self-evaluation forms etc. for the whole school
 - Administration of pupil Detentions at the direction of the SDH
 - Driving permissions for sixth form students
 - Assisting with Open Day preparations (including selection and training of tour guides)
 - Maintaining up to date and accurate database records, discipline logs etc.)
 - IT Administration e.g. Weekly Reminders Data, Lateness Data, Google group set up and updates,
 - Welfare administration including annual medical updates from parents, maintaining of Welfare audits and central recording of dietary requirements;
 - Updating Pupil Handbook as directed by SDH
 - Organising pupil induction activities including the Film School
 - Maintaining and communicating the Teaching staff Duty Rota
 - Overseeing CPD/INSET requests for SDH approval
 - Supporting SDH in assuring Health & Safety and Safeguarding standards e.g. Major Events checks, Risk Assessments, Talks by Outside Speakers etc
 - Supporting SDH in financial controls, budgeting and records as required
- To support the SDH in organising and overseeing Open Mornings (usually five Saturdays per year)
- To coordinate the Annual Key Events Planner and Online Calendar, as directed by the SDH
- General administration including: photocopying, filing, correspondence, calls and emails
- Dealing with student absence requests on a daily basis
- Arranging school photos (group and individual)

- Emailing for photos, IT permissions and Tutor agreements
- Administration for Prefects, including interviews, dinners and gowns
- All admin for Lists (end of term prize giving)
- Maintaining all school Trophies, including location and engraving
- Booking rooms and venues
- Any other reasonable task

Director of Safeguarding

- Assisting the Director of Safeguarding with general administration, including emails, filing, correspondence, minute taking, calls and emails
- Daily administration of the Safeguarding database (CPOMS);
- Oversee the leavers and joiners process, including chasing destination schools and requesting Child Protection files
- Arranging safeguarding training and ensuring attendance of colleagues as appropriate.

Skills, Knowledge and Experience

Essential:

1. Able to deal with sensitive information with discretion and maintain confidentiality at all times
2. Ability to plan and take responsibility for task completion, including reliably completing all ongoing regular tasks
3. Excellent, confident IT skills including:
 - o the use of the Microsoft Office Suite, Google Suite or equivalent;
 - o experience of electronic diary management
4. Good level of education e.g. A*-C grade GCSEs in Maths and English or equivalent qualifications
5. Excellent attention to detail, including proof reading skills, with the ability to maintain a high level of accuracy
6. Ability to assimilate large quantities of written and verbal communication quickly and produce accurate, timely minutes
7. Ability to work under pressure and to tight deadline
8. Ability to work independently as well as collaborate effectively with colleagues
9. Excellent interpersonal and communication skills, including the ability to communicate effectively with a wide range of contacts, both internally and externally
10. A flexible, pro-active approach to work including the willingness to adapt as needs evolve and the ability to prioritise and re-prioritise to achieve successful outcomes
11. Previous experience as a Personal / Executive Assistant and/or Office Administrator
12. Understand and commit to the Safeguarding of Children
13. Promote positive working relationships

Desirable:

14. Hold a professional Personal / Executive Assistant qualification, or hold an equivalent qualification
15. Experience of working within an educational environment.

Reward and Recognition

- Employer and employee contributory Pension scheme (matched contribution at 4%)
- Free life assurance scheme
- Free lunch on full days worked
- Free membership of the Felsted Gym and pool facilities
- Free parking
- Membership availability to the Schools' Healthcare Scheme via BUPA
- Free membership to FelstedConnect.org
- Subsidised on-site Coffee Shop.

Terms of Employment

- Working 40 hours per week; Monday to Friday from 8:30am to 5:00pm (5.45pm on some days)
- Term-time plus 4 weeks (38 weeks per year), to include INSET days and public exam results days
- Permanent contract
- Location of work will be Felsted School, Felsted, Essex, CM6 3LL
- Competitive salary
- The post holder has a responsibility to safeguard and promote the wellbeing of children and young people.

Felsted is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'. Please note, it is an offence to apply for this position if barred from engaging in regulated activity relevant to children. All employees are subject to pre-employment checks including a Disclosure and Barring Service check.

Signed: _____ Date: _____

Name: _____