

Job Description

Job Title:	Senior Executive Assistant to Headteacher / Strategic Lead
Grade / Salary:	PO3 (depending on final deputising responsibilities)
Hours:	Full-time (36 hours per week)
Working Weeks:	52 weeks per year / Term Time only plus 2 weeks considered for the right candidate
Contract:	Permanent

Line Manager: Headteacher

Main Objectives

- To act as the strategic right-hand to the Headteacher, providing high-level executive support, managing the daily operations of the Headteacher's Office, and driving key strategic projects outlined in the School Improvement Plan (SIP).
- To create vital operational and strategic bandwidth for the Headteacher and Director of Operations by independently managing stakeholder voice, staff wellbeing initiatives, executive data analysis, and the school's social media presence.
- To act as a critical bridge between the Headteacher, the Senior Leadership Team (SLT), the staff body, trade unions, and the wider school community.
- To support the overarching aims, values, and strategic vision of Fortismere School, fostering a culture of excellence and staff wellbeing.

Key Responsibilities:

1. Executive & Strategic Support to the Headteacher

- Act as the ultimate gatekeeper and strategic sounding board for the Headteacher, anticipating daily operational needs, managing complex diary priorities, and ensuring the Headteacher is thoroughly briefed with relevant data/context for all meetings.
- Track the implementation of the School Improvement Plan (SIP), prompting SLT members for updates on their specific milestones and compiling comprehensive progress reports for the Headteacher.
- Draft high-level executive correspondence, formal reports for the Governing Body, and confidential strategic briefings on behalf of the Headteacher.

2. People, Staff Wellbeing & Stakeholder Voice

- **Stakeholder Voice:** Design, execute, and analyse regular termly engagement surveys for staff, parents, and students (directly aligning with the SIP Year 2 focus on embedding wellbeing systems).
- **Union Liaison:** Coordinate and manage the administrative operations for union and Joint Consultative Committee (JCC) meetings, fostering positive, proactive relationships with union representatives.

- **Staff Wellbeing:** Act as the operational lead for the staff wellbeing strategy. Analyse wellbeing data, identify trends, and implement practical solutions or initiatives to support staff workload and morale.

3. Strategic Data & SIP Tracking

- Take ownership of "executive data," distilling large amounts of complex school data (e.g., HR metrics, attendance, wellbeing survey results, parental complaints) into clear, actionable visual dashboards for the Headteacher.
- Transform raw datasets into strategically useful intelligence to enable the Headteacher and executive team to make rapid, informed decisions.

4. Executive Communications & Social Media Management

- **Social Media Strategy:** Manage the school's official social media channels (e.g., X/Twitter, Instagram, LinkedIn). Curate a modern, vibrant online presence that celebrates the school's successes, promotes the "Ambitious for Every Child" vision, and engages the wider community.
- **Alignment:** Work alongside the general communications and website lead to ensure social media messaging strictly aligns with the broader School Communications Strategy (a key SIP Year 2 priority).

5. High-Level Administrative, Research & Strategic Support to the SLT

- **SLT Advisory & Administrative Support:** Provide high-level administrative, advisory, and secretarial support to the Senior Leadership Team easing executive workload and driving operational efficiency across leadership functions.
- **Research & Policy Briefings:** Conduct targeted research, benchmarking, and policy analysis on behalf of the SLT (e.g., evaluating regulatory updates, HR policy changes) to inform senior decision making.
- **Special Projects & Infrastructure:** Pick up bespoke strategic and operational administrative projects for the Director of Operations, including administrative leadership for major milestones outlined in the SIP (e.g., upcoming site, infrastructure, or strategic expansion projects).
- **Compliance & Workflow Governance:** Oversee executive compliance tracking and HR administrative workflows to ensure the school consistently meets all statutory and regulatory requirements.

Other Duties / Collaboration and School Development:

- Implement Haringey's and the Governing Body's Equal Opportunities Policy in all aspects of work and duties associated with this post.
- Support the school's commitment to safeguarding and promoting the welfare of children and young people.
- Be aware of and comply with all relevant legislative requirements, including Data Protection (GDPR) and Freedom of Information requests.
- Promote inclusivity and equality, ensuring all administrative duties reflect the values of the school and the local authority.

- Take part in relevant training and continuous professional development (CPD) to enhance knowledge and contribution to school improvement.
- Undertake specific projects or other temporary duties consistent with the basic objectives of the post as required from time to time by the Headteacher or Director of Operations.

August 2026

Signed: Dated: