



JOB DESCRIPTION

Job Title:	Executive Assistant to Senior Deputy Head	Department:	Administration
Hours of work:	40 hours per week Monday to Friday – 8.15 am - 4.45 pm, 36 weeks per year (term time plus two weeks – working days in holidays to be agreed in advance with the SDH in line with operational requirements). <i>Please note, this is an on site role and is not a WFH or hybrid working role.</i>		
Responsible to:	Senior Deputy Head	Salary:	Scale points 36.5 £43,279 – 38 £45,160 full time, pro rata to 0.83 FTE £35,921 - £37,482 per annum actual salary

Role summary

The Executive Assistant to the Senior Deputy Head (SDH) will provide high-level executive and administrative support in the effective leadership and management of the School. This is a senior support role requiring discretion, initiative, sound judgement and the ability to operate effectively within a fast-paced and complex environment.

The postholder will act as a trusted professional partner to the SDH, supporting the coordination of strategic priorities, leadership activities, and operational oversight, playing a key role in ensuring the smooth running of the SDH's office through effective diary and meeting management, preparation of reports and documentation, coordination of communication, and support for inspection related activity.

The role requires exceptional organisational and interpersonal skills, the ability to be highly operational for and on behalf of the SDH, and to manage competing priorities. The successful postholder will have the utmost commitment to maintaining the highest standards of professionalism, discretion and service.

Key Responsibilities

Executive support

- Provide comprehensive and proactive executive and administrative support to the SDH.
- Manage a complex and frequently changing diary, prioritising appointments, meetings and commitments effectively.
- Coordinate meetings and events, including preparing agendas, papers, presentations and minutes.
- Draft, proofread and format correspondence, reports, presentations and briefing papers to a high standard.
- Monitor and manage incoming communications, ensuring timely responses and appropriate follow-up actions.
- Act as a professional first point of contact on behalf of the SDH.
- Maintain accurate and efficient filing and record-keeping systems, both electronic and paper-based.
- Track actions arising from meetings and ensure timely follow-up.

Senior Leadership support

- Support the administration and coordination of SLT meetings, staff meetings, staff conferences and briefing sessions, including note taking.
- Assist with the preparation and coordination of documentation for the SDH for governor meetings and committees as required.
- Support the preparation of reports, briefing materials and documentation required by the SDH and SLT.
- Coordinate confidential documentation and communications relating to leadership and operational matters.
- Assist with the administration and coordination of strategic projects and school improvement initiatives led by the SDH.
- Minute SLT meetings, in rotation with the EA to the Head.

Compliance, Inspection and Policy

- Support the coordination and administration of inspection preparation activities.
- Assist the SDH, in liaison with the Compliance Officer, with the review and amendment of school policies and handbooks.
- Maintain confidential and accurate records relating to safeguarding, compliance and operational matters in accordance with school procedures and GDPR requirements.
- Ensure documentation is appropriately stored, updated and accessible.
- Assist in coordinating key compliance-related documentation and deadlines.

Communication and relationship management

- Develop positive and professional relationships with staff, parents, governors, students and external stakeholders.
- Support effective communication across the School community on behalf of the SDH.
- Liaise effectively with academic, business, and operational teams to support the delivery of the SDH's priorities.
- Represent the office of the SDH with professionalism, discretion and excellent customer service, acting as a trusted advisor and managing stakeholders for and on behalf of the SDH.

General

- Provide EA support for the Head in the absence of the EA to the Head.
- Maintain confidentiality and discretion at all times.
- Demonstrate flexibility and adaptability in response to the changing needs of the School.
- Participate fully in the life of the School where appropriate.
- Undertake such other duties as reasonably requested by the Head or SDH that are commensurate with the level and responsibility of the post.

PERSON SPECIFICATION

Essential	Desirable
Qualifications and training	
<ul style="list-style-type: none"> Bachelors degree or equivalent professional qualification. Exemplary standard of written and spoken English. 	<ul style="list-style-type: none"> Masters or MA qualification.
Operational Excellence	
<ul style="list-style-type: none"> Significant experience in an EA, PA or senior administrative role. Experience of supporting a senior leader or leadership team in a busy and demanding environment. Experience of diary management, meeting coordination and minute taking. Experience of handling confidential and sensitive information with discretion. Experience of producing high-quality reports, presentations and correspondence. Experience of managing competing priorities and working to tight deadlines. Ability to work collaboratively as part of a team and provide support across a range of administrative functions. Outstanding organisational and administrative skills with excellent attention to detail. Strong interpersonal and communication skills with the ability to work effectively with a wide range of stakeholders. Excellent IT skills, including Microsoft Office applications and database systems. Ability to prioritise workload effectively and remain calm under pressure. Ability to work independently using initiative and sound judgement. Professional, discreet and highly trustworthy approach. Ability to maintain confidentiality at all times. Strong proofreading and document formatting skills. Ability to manage multiple projects and follow tasks through to completion. Strong problem-solving skills and a proactive approach to work. 	<ul style="list-style-type: none"> Knowledge of the independent school sector. Experience within an independent or boarding school environment. Experience of inspection or compliance-related administration. Understanding of safeguarding, compliance and regulatory requirements within schools. Familiarity with school information management systems and digital platforms.
Personal Behaviours	
<ul style="list-style-type: none"> Warm, approachable and professional manner. High levels of integrity, discretion and emotional intelligence. Flexible, adaptable and resilient. Positive and collaborative approach to teamwork. Strong sense of responsibility and accountability. Commitment to supporting the values and ethos of the School. Ability to build effective working relationships across all levels of the organisation. Calm and solution-focused approach. Excellent personal presentation and professionalism. 	<ul style="list-style-type: none"> Interest in education and the wider life of a school community.
Ethos and Whole School Values	
<ul style="list-style-type: none"> Committed to operating as part of the School community. Committed to the Sacred Heart Values. Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care. 	
Safeguarding and Pastoral	
<ul style="list-style-type: none"> Committed to safeguarding and promoting the welfare of children and young people. A satisfactory Enhanced Disclosure from the DBS. 	