



## JOB DESCRIPTION

<b>Job Title:</b>	Executive Assistant to the DFO	<b>Department:</b>	DFO's Office
<b>Hours of Work:</b>	40 hours per week: 8.30 am – 5.00 pm, all year round		
<b>Responsible To:</b>	DFO	<b>Responsible For:</b>	

### Summary of Role

The EA provides administrative and logistical support to the DFO and plays a vital role in the higher-level co-ordination and smooth-running of Woldingham School and its subsidiaries ('The Group'). In addition, the EA will provide administrative support to the DFO in their role as Clerk to the Governors, liaising closely with the Governors.

This Job Description provides a guide to and general description of the duties and responsibilities of the EA. The EA will be expected to undertake any other secretarial and administrative tasks as may reasonably be requested by the DFO or Head.

### Specific Responsibilities

#### Administration

- Manage the DFO's daily work schedules by prioritising and presenting key tasks and work requirements; management of appointment schedules; planning and scheduling meetings, conferences, and travel as necessary.
- Enhance DFO effectiveness and conserve senior management time when appropriate/required by researching and routing all incoming correspondence; drafting appropriate replies to letters and other documents; collecting and analysing information; initiating telecommunications as required.
- Monitor the DFO's email inbox and reply or action on behalf of the DFO where appropriate. Bring to the attention of the DFO any which need their response quickly.
- Undertake projects as required; prepare reports following collection and analysis of information.
- Provide historical reference by developing, maintaining and utilising hardcopy and electronic filing and retrieval systems; recording meeting discussions as directed.
- Support preparation for any ISI inspection.
- Maintain management confidence and protect operations by always keeping information private and confidential.
- Provide cover and support in the absence of the EA to Head.
- Assist the DFO with updating School Emergency Response Plan.
- Support the DFO with the arrangement of key staff medical insurance, liaising with the insurers direct about membership joiners/leavers. Be the first point of contact for key staff when they have a query about their policy or making a claim.
- Support the DFO with the arrangements for other insurance policies, including the pupil personal accident scheme and liaise with insurers and / or brokers regarding the renewal process and any claims.

#### Governance Support

- Support the DFO in ensuring effective management of the Group's governance arrangements, including being a point of contact for Governors; management of the external clerking service; organising dates for board and committee meetings; researching best practice from AGBIS, Charity Commission and other sources; maintaining key governance and constitutional documents and making them accessible to governors.

- Liaise with the Head, the Head's EA, Director of Estates, Director of IT, Director of External Relations, Head of Commercial, Deputy Heads and other stakeholders to ensure all appropriate reports sent to the clerking service in good time to be circulated to the Governors by the deadline for board and committee meetings.
- Maintain a record of Governor visits with the appropriate member of SLT and assist SLT and Governors to arrange these visits as and when required. Maintain a summary spreadsheet of Governors Visits for the Chair of Governors.
- Maintain a summary spreadsheet of Governors' attendance at Board and Committee meetings for the Chair of Governors.
- Liaise with the Chair of Governors to organise annual Governor reviews.
- Manage the Governor skills audit, maintain an accurate training record and arrange Governor training/courses/webinars and seminars.
- Maintain the Governor appointments, retirement and re-election schedule for the AGM.
- Manage the Governors' area of SharePoint and keep up to date. Upload new and updated documents as soon as reasonably practicable and inform the Governors accordingly.
- Manage the process for the recruitment and induction of new Governors, in conjunction with the DFO and Chair of Governors, liaising with the candidates and/or third-party agents direct in the organising of interviews and liaising with other stakeholders regarding the logistics of those.
- Arrange any additional ad hoc Governor meetings at the request of the Governors, the Head or the DFO.
- Liaise with the Chair of Governors and Committee Chairs to plan the programme of Committee and Board meetings for the next academic year.
- Arrange the logistics of all Governor Committee & Board meetings ensuring the meeting rooms, IT requirements, transport arrangements and refreshments are all set up and in place in good time.
- Arrange the logistics of all Board of Governors' functions and dinners on a termly basis at School including where appropriate, producing menus, place cards and table plans, room set up, menu choices and dietary requirements.

#### **Bursary Management**

- Manage the bursary application process from start to finish including all papers in relation to bursary applications, FCO applications and Staff Fee Discounts. Manage the online application portal, being the first point of contact for parents, ITQ Metis and BAL and liaising with them direct to ensure a smooth process which is completed within all the agreed timeframes.
- Collate the bursary completed assessments from BAL and compile a summary spreadsheet of all applicants' relevant information for the Head and the DFO ahead of their decisions meeting.
- Manage the subsequent mid-year bursary review process within the agreed timeframes and in line with the bursary application process and collate the reports for the DFO.

#### **Accommodation Management**

- Manage the process for the letting of the School's residential accommodation, in conjunction with the DFO, Director of Estates and HR department, including maintaining the accommodation register.
- Update, produce and distribute ASTs, SOAs and residential agreements, ensuring the details are accurate and the rental amounts are correct.
- Liaise with the DFO to determine annual percentage rental increase and communicate that in monetary terms to residents and the Senior Finance Officer on the DFO's behalf.

## PERSON SPECIFICATION

Essential	Desirable
<b>Operational Excellence</b>	
<ul style="list-style-type: none"> <li>• At least 3 years' experience in providing close PA support at Senior Director/Executive level in a School or business environment.</li> <li>• A good grasp of compliance and governance practices.</li> <li>• High level knowledge of office administrative and clerical practices and procedures.</li> <li>• Good organisational skills: ability to plan and coordinate activities and establish priorities.</li> <li>• A creative problem-solver; attention to detail; capable of applying analytical skills to business matters.</li> <li>• Capability to follow through quickly and efficiently with all tasks.</li> <li>• Proven experience of producing quality correspondence and documents.</li> <li>• Understanding of the importance of confidentiality and able to deal with sensitive and personal information.</li> <li>• Excellent inter-personal and verbal communications skills; good telephone manner; ability to establish harmonious links with work colleagues at all levels.</li> <li>• A sound command of written English; high level spelling and grammar skills.</li> <li>• Fluent and accurate written and spoken English.</li> <li>• Good ICT Skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in the education sector.</li> <li>• Ability to multi-task, to present solutions rather than dwell on problems.</li> <li>• Bachelor's degree in a relevant field.</li> </ul>
<b>Personal Behaviours</b>	
<ul style="list-style-type: none"> <li>• An outgoing, confident, affable and positive personality.</li> <li>• Committed to supporting senior management and Woldingham School fully in this highly responsible position.</li> <li>• A pro-active person of integrity, drive, energy, stamina and discretion.</li> <li>• Capable of showing initiative including the ability to think ahead and work flexibly without clock watching and constant direction to deliver his/her outputs.</li> <li>• A good team worker who is able to mix with anyone.</li> <li>• Well groomed, of smart personal and professional appearance.</li> </ul>	
<b>Ethos and Whole School Values</b>	
<ul style="list-style-type: none"> <li>• Committed to operating as part of the School community.</li> <li>• Committed to the Sacred Heart Values.</li> <li>• Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.</li> </ul>	
<b>Safeguarding and Pastoral</b>	
<ul style="list-style-type: none"> <li>• Committed to safeguarding and promoting the welfare of children and young people.</li> <li>• A satisfactory Enhanced Disclosure from the DBS.</li> </ul>	