

## Job Description

1. **Job Title:** Executive Assistant (EA) to the Headmaster
2. **Responsible to:** The Headmaster (HM)
3. **Job Summary:** To provide administrative and secretarial support to the Headmaster and Senior Management Team of the College (SMTC)

#### 4. Duties and Responsibilities:

##### Full executive, secretarial and administrative support for the Headmaster including:

- Maintaining and actively managing the headmaster's diary including teaching commitments, regular staff contact meetings, parental meetings, governor meetings, prep school visits, entertainment of stakeholders, travel etc.
- Ensure the right people have access to the headmaster, keeping the headmaster informed/forewarned, and preventing the headmaster from being inundated with trivial or inappropriate meetings (the 'gatekeeper' role)
- Minuting meetings, including regular SMTC, ECi SLT, EPC, ad hoc meetings/working groups as required, and parent meetings when required.
- Maintaining records of pupil leavers, ensuring references, statutory paperwork, fee paperwork is completed and communications between relevant parties are up to date.
- Drafting, checking and sending correspondence for the Headmaster.
- Organising events hosted by the Headmaster and spouse, booking venues, catering, portage
- Ensuring hospitality for meetings is organised.
- Maintaining the Headmaster's expense budget and Headmaster's office general budget
- Assisting with the recruitment process for teaching staff, timetabling interview schedules, requesting references, overseeing interview days to ensure candidates are made to feel welcome and informed.
- Organise appraisal and new staff probation reviews with the Headmaster for teaching staff and senior leadership
- Maintain record of staff movements throughout the year
- Maintain compliant and accurate log of complaints which reach stage one level and higher and a compliments log.
- Ensuring end of term reports are assigned to SMT with deadlines, checked/proofed, entered into the iSAMS system and prepared for sending.
- Sending all parent mailings from the headmaster via iSAMS

##### Other duties

- Ensuring the end of year roll over of pupil data is updated in iSAMS.
- Managing the workflow of the reception staff
- Dealing with telephone calls and enquirers
- Pupil filing, staff and general filing and photocopying
- Preparing the staff or pupil files held in HMO for investigations or subject access requests.
- Removing, recording and storing pupil leaver files.

### General duties

- Any other related duties required by the Headmaster and (by permission of the Headmaster) other members of the senior management team

## 5. Person Specification:

### Required

- High IT literacy to include all main Microsoft 365 applications.
- Accurate communicator – both written and verbal
- Welcoming and friendly
- Team player and proactive
- Ability to take effective notes at speed.
- Complete integrity and discretion

### Desired / to be acquired

- Emollient and diplomatic – excellent people management skills
- An ability to juggle multiple tasks with a sense of humour and calmness.
- Unflappable in a crisis
- Problem solving and an ability to act on initiative.
- Anticipates problems and busy times and adjusts HM's diary accordingly.
- Prioritisation skills
- Experience of management information systems, especially iSAMS

## 6. Terms and Conditions

**Salary:** Circa £35k per annum depending on skills and experience.

**Contract:** Full time

**Hours of Work:** 8am to 5.30pm Monday to Friday (42.5 hours per week) during term time (33 weeks) and 9am to 5pm Monday to Friday (35 hours per week) during College holidays (19 weeks), with a one-hour unpaid lunch break. Some Saturday work will also be required on an occasional basis to include all Open Morning events (3 per year), Speech Day and any other days that may be required.

**Pension:** After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt into the pension scheme. Initially the College will contribute 5% of your gross salary and will be expected to contribute 3%. You may choose to opt out of the pension scheme.

**Holiday:** Six weeks' annual holiday to be taken during College holidays.

### Other benefits include:

- Life Assurance
- Employee Assistance Program
- Lunch during normal working hours plus tea, coffee, fruit and biscuits
- Free use of Charity facilities including pool and gym
- Free tickets to College productions
- Easy public transport connections and free parking
- Stunning location.

## 7. Safeguarding and Equal Opportunity Statements

Eastbourne College (Incorporated) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Eastbourne College Incorporated is committed to the provision of equal opportunities in employment and accordingly wishes to ensure that no job applicant is treated less favourably on unjustifiable grounds.

### Safeguarding duties

- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement and staff code of conduct at all times.
- The post holder will be engaging in regulated activity. There are particular safeguarding issues requiring attention for this post.
- In this particular post, there is unlikely to be a large amount of contact with pupils but there are connected responsibilities, including site security, sensitive handling of data, and professionalism. However, the responsibility remains to be aware of safeguarding procedures and occasional need to operate safely with pupils and in adherence to the policy and code of conduct.
- If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's Designated Safeguarding Lead or, if they are the School's DSL, to the Headmaster and relevant agencies.

## 8. Application process:

- To apply, please visit <https://www.eastbourne-college.co.uk/contact/employment-opportunities/> and click the 'Apply Now' button to complete the mandatory application form. An up-to-date CV and covering letter may be uploaded with this online application form.
- The closing date for applications **06 October 2023**. Interviews will take place week commencing **16 October 2023**
- For further information please contact Human Resources Department by email: [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk) or tel: 01 323 452300.