



Executive Assistant to Principal Recruitment Pack



Welcome to Future Academies

Dear Applicant,

Thank you for your interest in the position of Executive Assistant to the Principal for Barclay Academy. I am delighted that you are considering applying for a position at our trust.

This is a superb and exciting opportunity for an ambitious, enthusiastic and resilient person to join the Administration team to support the Principal, senior leadership team and school to ensure that with the right support, encouragement and opportunities, all young people have the potential to succeed in education and in life.

Barclay Academy is a proud member of Future Academies: A flourishing multi-academy trust, founded with the aim of improving the life chances and raising the aspirations of young people. We offer a rich and stimulating education comprised of a knowledge-rich curriculum, diverse cultural and extracurricular opportunities, and a strong pastoral support system. All children and young people are welcomed in our inclusive community, and all are challenged to be the best they can be.

This ethos is embodied in our Trust values - *Knowledge, Aspiration, and Respect* - and in our motto, *libertas per cultum* ("freedom through education").

Future Academies currently comprises ten schools across London and Hertfordshire. Further information is available on our website [Future Academies - Academies](#).

Barclay Academy is a flourishing mixed, non-selective secondary school and sixth form based in Stevenage, Hertfordshire, admitting students from the ages of 11 to 18.

Barclay Academy is passionate about diversity and inclusivity and welcome applications from applicants with skills and experiences to fulfil the requirements of the job description and whose values and qualities reflect those in the person specification. We encourage applications from applicants regardless of any protected characteristic.

If you think you have the skills, experience and attributes we are looking for, we encourage you to apply and very much look forward to meeting you.

If you would like to discuss the role in more detail, please do not hesitate to contact me via email at a.walsh@barclay.futureacademies.org.

Alison Walsh
Office Manager
Barclay Academy

JOB DESCRIPTION

JOB TITLE:	Executive Assistant to the Principal
RESPONSIBLE TO:	Principal
START DATE:	1 st September 2024
HOURS:	38.5 hrs/wk, Term-time plus 3 weeks
SALARY:	Scale 5 – Scale SO1, point 12 - 25 (£26,421 – £33,945) pro rata Depending on experience
RIGHT TO WORK:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance

Executive Assistant to the Principal

PURPOSE OF THE ROLE

To be the first point of contact for parents, students and staff to arrange meetings with the Principal. The post-holder will have to work independently using their own initiative to carry out their duties effectively and ensuring confidentiality is maintained at all times.

The Principal's EA will provide the Principal with a full range of secretarial, administrative and clerical duties and personally support the Principal on a daily basis. They will deal independently with enquiries from all-comers including staff, students, parents, visitors, outside agencies, police, local authority etc. and will signpost enquiries to the Principal or relevant member of the Senior Leadership Team.

They will be responsible for and manage the Principal's diary and the academy calendar.

In addition, the Executive assistant to the Principal will be responsible for supporting the wider Senior Leadership team with certain projects.

MAIN AREAS OF RESPONSIBILITY

EA TO PRINCIPAL

- Responsibility for processing Principal's correspondence, reports, policy documents, school development plans, bulletins etc and providing a comprehensive secretarial service as required.
- To manage and maintain the Principal's diary and e-mail, screening calls and correspondence, responding, prioritising, handling and directing information to the relevant people, as required.
- Ensure the Principal is briefed for all meetings with relevant correspondence, documents/presentation and in the Head's absence refer matters to relevant member of Senior Leadership Team for action.
- Academy's Calendar - work with SLT member(s) to finalise dates, cross-check information, complete document for distribution, including up-dates as required.
- SEF (self-evaluation form) - liaise with SLT members, make updates and submission to LA / DfE as required.
- Prioritising and arranging appointments with parents, staff, Governors, visitors, external agencies and local authority representatives.
- Ensuring meetings are well run and hospitality offered. Ensuring follow-up notes, letters etc. are completed and dispatched accordingly.
- Deal with parents and members of public with regard to issues or complaints in a tactful and diplomatic manner and pass them on to the appropriate person, maintaining a log and tracking responses.
- To minute Principal, SLT and other meetings, as required, being proactive in organising agendas and distributing information in advance of the meeting and making arrangements for the meetings to take place.
- Co-ordinate with SLT/HOYs/HOFs and monitor progress in meeting key reporting deadlines (SEF, School Improvement Plan, Principal's report to the Governing Body etc).
- To produce the weekly 'Bulletin' to be circulated to all staff via email and co-ordinate the production of the annual school calendar and other school communications.
- To provide hospitality services for Principal at designated school events and meetings, as required and to be responsible for the hospitality budget, ensuring best value for money.
- To set up questionnaires and surveys and analyse the results to be able to appraise the Principal of current stakeholder thinking and agendas and present this information to the Principal
- To summarise key documents, policies and legislation for the Principal capturing the relevant focus, purpose and thinking
- Support with events in school such as open evening
- Undertake duties as directed by the Principal

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

The Job Description will be subject to periodic review to fit in with the needs of the Trust and provide development opportunities. It is not a comprehensive set of tasks, but sets out the main expectations of the Trust in relation to the postholder's responsibilities and duties at this time

To undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Line Manager shall from time-to-time reasonably require.

PERSON SPECIFICATION

Qualifications

- Qualification to at least Level 3 level is essential and preferably to a degree level.
- Relevant qualifications in Administration would be desirable

Knowledge

- A secure working knowledge of a range of packages including Word, Excel & Power Point

Experience

- Administrative experience
- Experience of organising shared calendars would be desirable, but training will be given

Skills

- Organisation and prioritisation skills
- Touch typing is desirable
- Excellent written and verbal communication skills to deal with parents, outside agencies, governors & staff

NOTES TO APPLICANTS

GENERAL TERMS & CONDITIONS

The employer for this post is Barclay Academy.

The successful post holder will be based at Barclay Academy, Walkern Road, Hertfordshire, SG1 3RB.

The post holder will be eligible for enrolment in the Local Government Pension Scheme.

The post holder will be required to complete a six-month probation period.

APPLICATION PROCESS

1. Applying for the role

To apply for the post, please complete a Support Staff Application Form.

The application form should be accompanied by a personal statement of suitability of no more than two sides of A4. In the application form and personal statement, applicants should demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

Applications must be received no later than **9.00am on 4th July 2024**. Applications after this date and time will not be considered.

2. Interview Process

The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

3. Notification & Feedback

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Unsuccessful candidates will be given the opportunity to receive professional feedback.

4. Taking up the post

The successful candidate will take up the post as soon as possible.

5. Additional information

For further information please email HREnquiries@futureacademies.org and a member of the HR team will contact you.

6. Safeguarding

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.