

# Durrington High School Executive Assistant (EA) to Senior Staff

## JOB DESCRIPTION

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### What is the purpose of the job?

- ◆ To provide excellent support through a range of organisational, administrative and clerical tasks
  - ◆ To ensure confidentiality and discretion at all times
  - ◆ To proactively support leaders in carrying out their roles
  - ◆ To be responsible for safeguarding and prioritising the welfare of children
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### What do you have to achieve?

- ◆ High quality professional service to our school community and visitors.
  - ◆ Effective coordination and administration support for DHS school leaders.
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### What are the job particulars?

- ◆ DMAT Grade 4 scp 14 (£10,338 actual salary)
- ◆ The hours are 25hrs per week term time only; 10am – 3pm Monday to Friday. There will be occasions when you will need to attend staff meetings. These may finish outside of your normal working hours but will be calendared in advance. Attendance at 2 or 3 evening events through the year are an expectation (e.g. Open Evening)
- ◆ Accountable to your line manager and ultimately to the Headteacher. The Headteacher may, from time to time, ask the post-holder to perform additional reasonable activities and responsibilities appropriate for someone at this level.

## Activities – what do you have you have to do?

This list includes the main areas of work but not exhaustive

- ◆ General administration as directed for senior staff.
- ◆ Children Looked After (CLA) administration.
- ◆ Administration for internal and external exclusions.
- ◆ Keeping an accurate record of clubs.
- ◆ Collate surveys and produce reports.
- ◆ Administration of Connect.
- ◆ Administration work under guidance of Deputy Headteacher of projects working with other schools.
- ◆ Any other duties reasonably appropriate to the job purpose.
- ◆ Y7 transition administrative work.
- ◆ Provide cover for student services as required.

## Person Specification

Attributes	Essential	Desirable	How identified
<b>Physical and sensory</b>	Ability to work under pressure and manage time effectively. Demonstrate robustness and emotional resilience in challenging situations.		Evidence will be taken from your application, interview and references
<b>Qualifications</b>	Appropriate examination passes in English and Mathematics. Previous experience of working in a school/office.	A level English ICT qualification	Evidence will be taken from your application, interview and references
<b>Experience</b>	Successful experience of working with other professionals and organisation/administration of events. Have previous experience of effectively managing the general public; calls/face to face. Able to work at a good pace whilst being accurate in all aspects of your work. To be confident in using Microsoft word, excel, power point and be able to mail merge. To be a fast and accurate typist. Be able to multi task and prioritise. Be confident in answering the telephone, dealing with queries and sending messages via email. Confidence to deal with a diverse community. To operate the photocopiers and franking machine as the need arises.	Experience of working with young people 11-16. Experience of dealing with difficult situations.	Evidence will be taken from your application & interview
<b>Training</b>	Willing to be responsible for your own professional development and to disseminate best practice to colleagues		Evidence will be taken from your application, interview and references
<b>Specialist knowledge</b>	Successful experience of working in a busy office environment. Excellent spelling, punctuation and grammar.	Successful experience of working in a school.	Evidence will be taken from your application, interview and references
<b>Leadership skills</b>	Be able to prioritise and ensure no important task is left undone. Discrete at all times.		
<b>Skills and qualities</b>	Proven willingness and capacity for hard		Interview

	<p>work.</p> <p>An excellent communicator.</p> <p>Be extremely accurate, with attention to detail.</p> <p>Be able to maintain a calm and measured manner at all times and act with tact, diplomacy and sensitivity.</p> <p>Highly motivated, clear thinking and principled.</p> <p>Committed to equality of opportunity.</p>		<p>Tasks</p> <p>References</p>
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