



**JOB DESCRIPTION
for
Executive Assistant**

ArtsEd is committed to safeguarding and promoting the welfare of children and young people; all staff and volunteers must share this commitment.

Summary of the role:	<p>The Executive Assistant will provide a confidential administrative service to the Principal office ensuring that they effectively brief the Principal for all meetings with relevant correspondence, documents/presentations, liaise with or refer relevant matters to the Deputy Principal and the Registry/Admin office and/or members of the Senior Leadership Board for action.</p> <p>They will be responsible for the day-to-day management of the Principal's diary, and emails requiring a thorough knowledge of all office procedures, including dealing with visitors to the office including students, staff, welcoming visitors, filing, mailing, e-mailing, word processing, photocopying etc. and will undertake any other appropriate duties, as requested to ensure the efficient running of the School's administrative support services.</p>
Main duties and responsibilities:	<ul style="list-style-type: none">• To provide a confidential secretarial, clerical and administrative service to the Principal's Office.• To ensure the Principal is briefed for all meetings with relevant correspondence, documents/presentations and in their absence refer matters to relevant person for action• To screen and deal with Principal's telephone calls• To receive and welcome visitors to the Principal in a professional manner• To deal with incoming and outgoing correspondence, primarily emails, reviewing, prioritising and drafting

	<p>responses, where necessary.</p> <ul style="list-style-type: none"> • To liaise with Trustees, Staff, Students and visitors to the school • To manage the Principal’s electronic diary and make appointments in line with agreed procedure • To maintain the electronic and paper filing system, as appropriate and in line with GDPR • To have a detailed working knowledge of the relevant database • To take minutes of SLB meetings and distribute papers as required • To take Board minutes and scheduling of Trustee/Subcommittee meetings • To organise and prepare for meetings including gathering documentation and attending to the logistics of the meeting. • To coordinate the Principal’s travel arrangements • To liaise with the Deputy Principal in the preparation and maintenance of various records and documents pertaining to the Principal’s office. • To collaborate in the coordination of meetings, papers and information to ensure the smooth running of the Principal’s office. • To provide Project Board assistance as required • To manage Intranet calendar for whole school • To organise Away Days • To act as first contact for the Sam Wanamaker Festival • To organise the annual Graduation Ceremony • To take minutes of HE Subcommittee and distribute papers as required • To support the Covid - 19 Administration when required. <p>Secondary duties</p> <ul style="list-style-type: none"> • To contribute with guidance to HESA and other data returns • To contribute to the preparation and annual update of student handbooks • Participate as appropriate in staff development activities • Represent ArtsEd to outside bodies • Participate in training as required • Participate in the annual appraisal process
All staff	<ul style="list-style-type: none"> • All staff must carry out their responsibilities with due regard to all ArtsEd policies and procedures, ensuring

	<p>inclusivity, equality of opportunity, and compliance with Health and Safety in the workplace.</p> <ul style="list-style-type: none"> • All staff must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act. • All staff must adhere to the staff Code of Conduct • All staff are required to regularly undertake Safeguarding, Keeping Children Safe in Education, Prevent, and GDPR training and to maintain their own professionalism and job-related knowledge through ongoing CPD. • All members of staff are required to be professional, co-operative, and flexible in line with the needs of the post and the school. • All Job Descriptions are reviewed annually and will change to reflect the needs of the School and the post. • ArtsEd is committed to the safety, wellbeing and safeguarding of all pupils and students and expects all staff to share this commitment. Staff in all posts are required to hold a clear, enhanced DBS. • You may also be required to undertake such other comparable duties as your line manager requires from time to time.
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PERSON SPECIFICATION

<p>To be successful in this role you will require:</p>	<ul style="list-style-type: none"> • Excellent verbal and written communication skills • The ability to act professionally and diplomatically • The ability to build clear professional boundaries and maintain confidentiality • Strong command of the English language • Ability to prioritise and multitask effectively • A high level of organisational and people management skills • An ability to pick up IT skills and internal processes quickly • Excellent attention to detail • Excellent time management skills • An interest in working with people of all ages • An ability to form and maintain appropriate relationships and personal boundaries with young people • Excellent interpersonal skills • An ability to be adaptable and flexible
<p>You will have experience of:</p>	<ul style="list-style-type: none"> • Working in an office environment • Providing administrative support at Executive/Board level

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| | <ul style="list-style-type: none">• Detailed Minute-taking• Organising events• Standard word processing, spreadsheet and other productivity software tools• Collaborating and coordinating with various departments |
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