

## **Job Description: Executive Assistant**

**Reports to:** The Principal  
**Start date:** March 2019  
**Salary:** £34,113

### **The Role**

The executive assistant will work closely with the principal and senior team to develop and embed effective, efficient systems across the human resources, finance, data and administration, helping us to build an outstanding school from scratch. Their support for the operation of the school will be invaluable.

### **Key responsibilities**

- Embed Ark Pioneer's vision in all school provision, instilling an ethos and culture of high expectations in every aspect of academy life
- Develop and embed effective, efficient systems to support the smooth running of the school across human resources, finance, data, admissions, administration and marketing
- Recruit, lead and develop a highly effective team delivering these areas
- Build effective external relationships, including with parents, the wider community and other stakeholders
- Support practices that improve provision across the Ark network

### **Our Executive Assistant will oversee and line manage a number of key areas.**

Actual duties in each of these areas will be allocated by the EA, delegating as appropriate to administration, finance, HR, data and reception team. This team will initially include two other members of staff and will grow with the school.

#### **Human Resources**

- Support the principal with founder staff recruitment, including as a panel member for interviews (recruitment training will be provided)
- Manage HR administration processes and systems efficiently, including new starter processes, pre-employment checks and changes to staffing
- Liaise with the Ark network recruitment team and the payroll team as necessary

#### **Finance**

- Develops clear user-friendly templates and systems to ensure that purchase orders are authorised and processed, the delivery of goods is recorded and invoices are raised for payment in a timely manner
- Develop robust systems for filing financial records
- Manage the receiving, recording and safekeeping of all cash income
- Support with the production of reports for internal and external use

#### **Marketing and Communications**

- Act as the main contact for all press enquiries, in consultation with the principal
- Take responsibility for the school's social media presence, including maintaining an accurate, up-to-date school website and twitter account

## **Data & Admissions**

- Manage the founder pupils admissions process, liaising with Barnet LA and maintaining regular contact with parents to secure offers and arrange home visits
- Develop systems school databases, including pupils' personal records
- Oversee the running of the school census and any reporting required for parents, pupils and other stakeholders in a range of different formats

## **Administration**

- Support the principal in a full administrative capacity, including producing confidential correspondence and reports and arranging and/or supporting meetings as needed
- Develop and embed systems that support the delivery of an effective and efficient administrative service
- Select, procure and manage resources that are fit for purpose and financially viable; manage the budget and audit resources as necessary

## **Outcomes and activities**

### **Vision & Leadership**

- Communicate the academy vision effectively to pupils, staff and wider stakeholders
- Contribute to the establishment, implementation and review of whole school systems and policies
- Feed into the codification of the academy's provision to embed high quality practice in all areas
- Demonstrate a commitment to equality of opportunity for all members of the academy's community
- Build and maintain strong working relationships with the community, agencies, and stakeholders, including parents and the Governing Body

### **Culture and ethos**

- Ensure internal and external perceptions of the school are managed and protected within favourable boundaries, maintaining confidentiality when appropriate
- Greet the principal's visitors, displaying due courtesy, tact and professionalism
- Maintain a presence around the school to ensure that the highest standards of behaviour are upheld
- Promote a culture of safety and wellbeing across the school, where all practice is fully compliant with our safeguarding policy and issues are dealt with in a timely fashion

### **Development of the Ark Network**

- Share codification and innovation work with others in the network to develop great practice
- Value and support practices driving continued progress across the network of Ark schools

## **Other**

- Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
- Carry out other reasonable tasks as directed by the principal

## **Person Specification: Executive Assistant**

### **Qualification Criteria**

- Right to work in the UK
- A levels or equivalent achieved

### **Experience**

- Experience demonstrating excellent organisation, prioritisation and time-management skills
- High level of proficiency with Microsoft Office and IT systems; excellent numerical skills
- Experience effectively leading and managing a team
- Experience as an executive or administration assistant (desirable)

### **Personal Characteristics**

- Genuine passion and belief in the potential of every pupil
- Has exacting standards and a keen eye for detail
- Motivation to continually improve standards and achieve excellence
- Demonstrates initiative; comfortable taking ownership of tasks and working with minimal supervision
- Exercises sound judgment, especially relating to confidentiality and discretion
- Works productively in a high pressure environment with a positive attitude

### **Leadership & Management**

- Vision aligned with Ark Pioneer's high aspirations and high expectations of self and others
- Able to work in close harmony with the Principal and senior team
- Management style that encourages participation, innovation and confidence
- Ability to lead, coach and motivate staff within a performance management framework, including professional development and effective management of underperformance
- Strong interpersonal, written and oral communication skills

### **Other**

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced Criminal Records Bureau disclosure

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*