



# Sandringham School/Alban Academies Trust

## Job Description



**Position:** Executive assistant to Headteacher at Sandringham School/CEO AAT

**Reporting to:** Alan Gray – Headteacher/Chief Executive Officer (CEO)

**Salary/hours:** 20 hours p/w initially. Salary – H7- 9.

### 1. Outline of role

This job description relates to working directly with Alan Gray to help deliver key strategic responsibilities. Alan has two key strategic roles; as Headteacher of Sandringham School and as CEO of the Alban Academies Trust.

The role involves working with Alan in delivering strategic operations for both Sandringham School and The Alban Academies Trust.

The main purpose of this role is to help deliver the highest standards of achievement for everyone at Sandringham School, and in the other schools across the Alban Academies Trust.

To carry out this role effectively you need to be aware of and support the fundamental philosophy and aims and objectives of Sandringham School and The Alban Academies Trust. You will need to have the skills to work both collaboratively and independently at a strategic level, driving change and having an impact on outcomes across the institutions.

### 2. Job description

The key aspects of the executive assistant role are shown below. The role will involve working directly with Alan Gray in his capacity as both Headteacher of Sandringham School and CEO of the Alban Academies Trust. There will also be some work with Julia Shaw, Chief Operations Officer for the AAT. The nature of work is likely to evolve over time and is subject to adjustment as appropriate.

### 3. Executive Assistant responsibilities – Sandringham School

- Take a lead in preparing and completing strategic documentation for the school as directed by the headteacher.
- Source and prepare relevant material (both internally and externally) for use in strategic planning.
- Monitor and organise leadership group meeting agendas and material for use in meetings to aid strategic discussions.
- Have oversight of the content of the school web-site to ensure these are accurate, up to date and highly professional in appearance and quality.
- Take a strategic lead on various school projects as agreed with the headteacher.

#### 4. Executive Assistant responsibilities – The Alban Academies Trust

- Take a lead in preparing and completing strategic documentation for the trust as directed by the CEO and Chief Operations Officer (COO).
- Source and prepare relevant material (both internally and externally) for use in strategic planning.
- Prepare meeting agendas and support materials for use in trust headteacher meetings to aid strategic discussions.
- Manage communications and collaborate with other strategic leaders across the trust.
- Have oversight of the content of the trust web-site to ensure these are accurate, up to date and highly professional in appearance and quality.
- Take a strategic lead on various trust projects as agreed with the CEO and COO.

#### 5. Professional Standards – expected of all staff.

- Make the **education** of children your first concern.
- Support the **aims** of the AAT and each school at all times and endeavour to promote our development as a powerful learning community.
- Have due regard for the need to **safeguard** children's well-being, in accordance with statutory provisions and the trust and schools' procedures.
- Treat all members of the community, colleagues and children, with **respect** and consideration. Ensure that conduct within and beyond the school and trust does nothing to undermine the integrity of the trust or teaching profession.
- Treat all staff and children **fairly**, consistently and without prejudice.
- Set an excellent **example** to staff and children in terms of appropriate dress, standards of punctuality and attendance.
- Promote the **aims** of Sandringham School and the AAT.
- Take responsibility for your own **professional development** and participate in staff training when provided and seeking out other opportunities for personal development.
- Reflect on your own **practice** as well as the practice of Sandringham and the AAT schools with the aim of improving all that we do.
- Read and adhere to the various **policies** of Sandringham School and the AAT.
- Be proactive and take responsibility for matters relating to **Health and Safety**.