



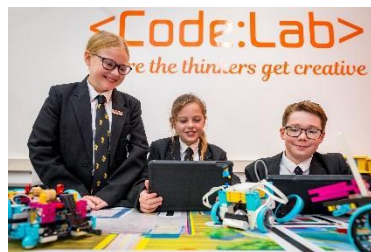
Durrington High School are seeking to appoint  
**Executive Assistant to Deputy Headteachers and  
School Administration Leader**



[dmat.education](https://dmat.education)

# Welcome to Durrington High School

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Do you want to work in a great school with a brilliant team of staff and students? Is your core belief that all children are entitled to an excellent education, as this opens doors for them in the future? If so, read on, because we want to hear from you.

Durrington High School is part of Durrington Multi Academy Trust (DMAT) and is a large and oversubscribed school with 1650 students on roll in years 7 to 11. Within the Durrington Multi Academy Trust, we place high regard on recruiting and retaining excellent staff to ensure all students achieve beyond their best. Durrington High School has a sustained track record of improvement for many years and we always want to continue getting better. We are proud of our school and are always relentless in our efforts to give our students the very best education they deserve.

We are proud to be a Research School which enhances further the opportunities for all who work with us. Being a Research School means that we are fully committed to evidence informed practice. There is excellent on-going support, rich professional development opportunities and many career progression opportunities for all our staff. We are really

proud that the South Downs SCITT (School Centred Initial Teacher Training) is part of our Durrington Multi Academy Trust. This provides an excellent route into teaching.

Everything we do is driven by our core vision:

***"Going beyond our best through kindness, aspiration, perseverance and pride"***

If you feel that you can bring something special to our school and Trust, we want to hear from you now!



**Chris Woodcock**  
Co-Headteacher



**Shaun Allison**  
Co-Headteacher

# The Role

## Executive Assistant to the Deputy Headteachers and School Administration Team Leader

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To provide executive assistance and confidential PA support to the Deputy Headteachers, allowing them to optimise the use of their time both operationally but also in achieving strategic school goals.

Plan, coordinate and manage the administrative support provided by the school main office team ensuring that the school runs smoothly and the needs of all stakeholders are met in a timely and efficient way.

To support key staff (principally Deputy Headteachers) in ensuring that the school remains statutorily compliant.

### Main Duties

#### *Safeguarding Responsibilities*

- Demonstrate a commitment to keeping all children and young people safe
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of Trust and school policies in relation to safeguarding

#### *Executive Assistant Responsibilities*

- To ensure a high standard of administrative and management support for the Deputy Headteachers in order to assist in the smooth running of the school.
- To work under the direction of the Deputy Headteacher (but also exercising your own initiative) in performing delegated duties. Duties will include coordination and administration of:
  - o School trips
  - o School photos
  - o Key time specific processes & events such as Yr 9 options, Yr 6-7 transition and open evening
  - o FOI and SAR requests
  - o The school calendar
  - o Staff handbook
- To manage enquiries from and communication with parents/carers (and other external stakeholders), including screening of calls/email requests, handling of general enquiries and use of discretion in providing information both within and outside the school.
- To provide confidential secretarial and administrative support to the Deputy Headteachers, including:
  - o Drafting, formatting and proofreading letters for the Deputy Headteachers.
  - o Taking of formal minutes at a variety of meetings and committees, ensuring accuracy. Typing and sharing with attendees within deadlines. On occasion, meetings may run beyond core hours so the ability to be flexible would be appreciated.
  - o Providing diary support to the Deputy Headteachers, including booking appointments, acting as the 'gatekeeper' and providing preparatory administration.
  - o Continually provide information/support for staff answering general queries on behalf of the Deputy Headteachers from all members of staff as and when requested.
  - o Dealing with emotional demands placed by staff, parents, visitors, callers etc.
  - o Communicating with individual staff and teams (and wider stakeholders) on behalf of the Deputy Headteachers, enhancing the reputation of the school, establishing links, forwarding relevant information as appropriate.

- o Carrying out administration of statutory processes, such as exclusion letters and updating the MIS.
- To act, in association with the Deputy Headteachers, as the point of contact in relation to any complaints received, referring matters to appropriate members of staff when required.
- To assist in the collation and preparation of statistics, management information and reports as required by the Deputy Headteachers.
- To ensure that all manual and computerised records and filing systems relating to all areas within remit are maintained as required and to ensure compliance with data protection regulations.
- To maintain a helpful and informative work environment, alerting the Deputy Headteachers well in advance of approaching issues and/or events.
- Oversee all administration relating to OFSTED inspections.

#### ***Administration Leader Responsibilities***

- To line manage the main office staff and other non-teaching roles as required, establishing and maintaining a business-like environment to ensure a highly professional interface between all school stakeholders and visitors.
- To identify, where appropriate, and allocate suitable incoming tasks to administrative support staff to complete.
- To take particular responsibility for dealing with complex enquiries or difficult visitors/callers referred from reception, as required.
- To assist in the appointment of administrative staff.
- To receive and welcome visitors to the school in a professional manner, providing refreshments and arranging hospitality as required.
- When required, supervise the arrangements for meetings, including room bookings, preparation of materials, minute taking and attendance records, in order to ensure their timelines and smooth running.
- To oversee and be responsible for the circulation of incoming emails, taking appropriate action as necessary.
- To coordinate (as required) updates to central school documentation e.g. the school calendar and staff handbook.
- To contribute to the development and maintenance of the school's records and information systems, ensuring that student and staff records are up-to-date. To support the maintenance of school policies and procedures, liaising with key stakeholders as required.
- To contribute to specific areas of the school website, ensuring all aspects are updated with the latest information and policies.
- To support the maintenance of the Single Central Record (SCR), ensuring that the information on the SCR is accurate and up-to-date and complies with current statutory guidance.

#### ***General***

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- To ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy.

# Candidate specification

Attributes	Essential	Desirable	How identified
<b>Physical and sensory</b>	Ability to work under pressure and manage time effectively. Demonstrate robustness and resilience. Highly organised, with strong attention to detail; able to maintain a high level of confidentiality at all times.		Evidence will be taken from your application, interview and references
<b>Qualifications</b>	A good knowledge of English and Mathematics	Evidence of further professional development	Evidence will be taken from your application, interview and references
<b>Experience</b>	Successful experience in a similar administrative role. Experience of interacting with a range of stakeholders; excellent communication skills and ability to tailor styles and approach depending on the audience.	Evidence of having worked successfully within an education setting	If not an ECT you will have evidence of adding value and student outcomes will be recorded as good or better
<b>Training</b>	Willing to be responsible for your own professional development and to disseminate best practice to colleagues	Evidence of further personal professional development Evidence of leading others to enhance their own skills (either directly led or coordinated)	Evidence will be taken from your application, interview and references
<b>Specialist knowledge</b>	A strong working knowledge of basic computer software and systems including MS suite and Google	Knowledge and understanding of statutory processes/areas of necessary compliance such as GDPR, and exclusions; Experience of using Arbor MIS	Evidence will be taken from your application, interview and references
<b>Leadership skills</b>	Experience of leading one or more other staff. Personal presence, effectiveness and credibility to work with senior staff.	To have led and managed a small team, organising their work flow and managed performance.	Evidence will be taken from your application, interview and references

## Package

- Responsible to:** Deputy Headteachers (and Co-Headteachers)
- Salary Grade:** DMAT Grade 7-8 depending on previous experience and impact.  
Actual salary range Grade 7 point 17 = £24,489 to Grade 8 point 24 - £28,372  
If appointed on a point below the top of the grade (and after successful probation) associate staff progress annually to the top of their grade. (salary grades/points correct as of January 2023).
- Hours:** 37 hours per week, 41 weeks per year  
(38 weeks term time plus INSET days and 2 weeks during school holidays)  
8:30am - 4:30pm Monday to Thursday; 8:30am - 4:00pm Friday

# Safeguarding

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Durrington High School is committed to safeguarding and promoting the welfare of all children and young people. We support all staff and volunteers through regular training and expect everyone working at the school to be proactive and adhere to our Safeguarding and Child Protection Policy at all times.

In addition to the statutory pre-employment checks, this appointment will be subject to an enhanced DBS check and a safeguarding background check and interview.

Durrington Multi Academy Trust is an equal opportunity employer and we welcome the unique contributions that everyone can bring to Durrington Multi Academy Trust in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expressions, nation of origin, age, languages spoken, colour, religion, disability, sexual orientation and beliefs.

# How to Apply

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Applicants must complete the application form and return it, alongside a supporting statement (max. 2 pages A4) to Aggie Gemel via email [agemel@durring.com](mailto:agemel@durring.com) or via post to Aggie Gemel, Durrington High School, The Boulevard, Worthing, West Sussex, BN13 1JX.

If you have any questions about the role, please email Aggie Gemel, Executive Assistant, in the first instance – [agemel@durring.com](mailto:agemel@durring.com)

**Closing date for applications is 9am, Friday 17 February 2023.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified. The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher(s), and will be reviewed annually.

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