



# Job Description and Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
<b>Job Title:</b>	Junior School Executive Assistant
<b>Summary of the role:</b>	The post holder will be responsible to, and work closely with, the Head of the Junior School. They will also liaise professionally with colleagues and seek to establish and maintain positive, productive relationships with children and parents. This is a permanent, part-time job-share role for 3 days per week, during term time, plus 35 hours during non-term time.
<b>Line management responsibility for:</b>	N/A
<b>Safeguarding requirements:</b>	<ul style="list-style-type: none"> <li>• Engage in regulated activity relevant to children.</li> <li>• Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.</li> <li>• Ensure safeguarding protocols are followed for all visitors, including issuing visitor badges and monitoring access to the site.</li> <li>• Maintain confidentiality and always handle sensitive information with discretion.</li> </ul>
<b>Main duties and responsibilities:</b>	<p><b>Front of House &amp; Communication</b></p> <ul style="list-style-type: none"> <li>• Act as the front-of-house representative for the Junior School, providing a professional, welcoming and supportive environment. Greet visitors, offering refreshments where appropriate.</li> <li>• Manage internal and external telephone calls, responding to enquiries or directing them appropriately.</li> <li>• Deal with parents, staff, pupils and visitors in person, by email and through written correspondence as directed by the Head.</li> </ul>



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	<p><b>Administrative Support</b></p> <ul style="list-style-type: none"><li>• Provide administrative support to ensure the smooth and efficient running of the Junior School office.</li><li>• Use Microsoft Word, Excel and Outlook to prepare correspondence, reports and maintain records.</li><li>• Support teaching staff with documentation and communications to parents.</li><li>• Perform general administrative tasks that support the daily operation of the school.</li></ul> <p><b>Attendance &amp; Pupil Records</b></p> <ul style="list-style-type: none"><li>• Ensure class teachers complete daily pupil attendance registers and follow up unexplained pupil absences by contacting parents and recording outcomes appropriately.</li><li>• Update the EVOLVE system with pupil incident and accident reports.</li></ul> <p><b>Communication &amp; Publications</b></p> <ul style="list-style-type: none"><li>• Responsible for drafting and collating Junior School newsletter articles using Microsoft Word and circulating the final weekly newsletter using Mailchimp.</li><li>• Maintain the Junior School newsletter distribution database.</li><li>• Maintain Outlook calendars for the Head of Junior School and whole-school events.</li></ul> <p><b>Activities &amp; Events</b></p> <ul style="list-style-type: none"><li>• Prepare, administer and coordinate after-school activities each term using the SchoolsBuddy system.</li><li>• Support the organisation and administration of school events as required.</li></ul>
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	<p><b>Finance &amp; Resources</b></p> <ul style="list-style-type: none"> <li>• Collate billing information for the Finance Department.</li> <li>• Prepare and submit monthly payroll documentation to the Payroll Department.</li> <li>• Assist the Head with managing supplies and ordering stock for the Junior School.</li> </ul> <p><b>Health, Safety &amp; Compliance</b></p> <ul style="list-style-type: none"> <li>• Collate and file all school risk assessments appropriately.</li> <li>• Ensure Junior School grounds are secure during the school day.</li> <li>• Maintain an accurate log of fire drills and fire alarm activations.</li> </ul> <p><b>Meetings &amp; General Duties</b></p> <ul style="list-style-type: none"> <li>• Take accurate and comprehensive minutes of meetings when required.</li> <li>• Undertake additional duties as required to support the effective running of the school.</li> </ul> <p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>• Commitment to ongoing professional development, including safeguarding and statutory training.</li> <li>• Flexibility to meet the operational needs of the school.</li> </ul>
<p><b>Line management duties &amp; responsibilities</b></p>	<p>N/A</p>



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**You may also be required to undertake such other comparable duties as the Head or your line manager requires from time to time. For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.**



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The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<p><i>The professional, technical or academic qualifications that the Applicant <b>must have</b> to undertake the role or the training that they <b>must have</b> received</i></p> <ul style="list-style-type: none"> <li>• Educated to A Level or equivalent.</li> </ul>	<p><i>The professional, technical or academic qualifications that the Applicant <b>would ideally have</b> to undertake the role or the training that <b>they should ideally have</b> received</i></p> <ul style="list-style-type: none"> <li>• Administrative qualification.</li> <li>• Typewriting/word Processing RSA or OCR Level 2/Touch Typing.</li> <li>• Courses in office administration, secretarial, or business studies are advantageous.</li> </ul>	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>
<b>Experience</b>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to predict</b> success in the role</i></p> <ul style="list-style-type: none"> <li>• Proven experience as a secretary, receptionist, or administrative</li> </ul>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to contribute to</b> success in the role</i></p> <ul style="list-style-type: none"> <li>• Experience of working in a school environment.</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>



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	<p>assistant in a professional setting.</p> <ul style="list-style-type: none"> <li>• Proven productivity in a busy office environment.</li> </ul>		
<p><b>Skills, abilities and competencies</b></p>	<p><i>The skills, abilities and competencies required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Excellent IT skills in Microsoft Office.</li> <li>• Strong verbal and written communication skills.</li> <li>• Exceptional eye for detail.</li> <li>• Able to use initiative to solve problems and create administrative improvements.</li> <li>• Excellent communication skills, both in speech and the written word</li> <li>• Excellent time management, prioritisation, and multitasking abilities.</li> <li>• Ability to handle confidential, sensitive information with integrity.</li> <li>• Ability to prioritise tasks and decide when support is needed.</li> <li>• Excellent communication with colleagues, including handovers.</li> </ul>	<p><i>The skills, abilities and competencies that would <b>enable</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Touch typing.</li> <li>• Text editing and design proficiency for external communications.</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>



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<p><b>Knowledge</b></p>	<p><i>The knowledge <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Proficient in Microsoft Office (Word, Excel, Outlook).</li> </ul>	<p><i>The knowledge that would <b>enable</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Good working knowledge of SIMS.</li> <li>• Experience in maintaining and transferring safeguarding records .</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
<p><b>Attitude and Behaviours</b></p>	<p><i>The attitude and behaviours that the Applicant <b>requires</b> to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> <li>• Proactive and confident to use own initiative.</li> <li>• Motivation to work with children &amp; young people.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Supportive of the Quaker ethos &amp; principles.</li> </ul>	<p><i>The attitude and behaviours that would <b>assist</b> the Applicant to perform effectively in the role</i></p>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>