



BREDON  
SCHOOL



Executive Assistant  
Appointment Brief







# About Bredon School

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Bredon School is situated on a rural site in the magnificent Gloucestershire countryside, with uninterrupted views of the Malvern Hills.

The school is centred around Pull Court, a large house dating from the 17th Century, which was remodelled in the early 19th Century to resemble as it stands today. In addition to the academic school buildings, boarding houses and playing fields, the Bredon community makes full use of a working school farm, various agricultural buildings, and direct access to the River Severn. Two large areas of woodland are also used for educational purposes, and are rich in native wildlife.

Bredon School offers each and every pupil a magnificent range of traditional and vocational qualifications in an outstanding pastoral environment which ensures that each pupil thrives as an individual. Taught in small classes individuality is both nurtured and celebrated by our highly qualified, passionate staff who strive to secure a love of learning in our pupils enabling them to realise their full potential.

Offering a broad spectrum of subjects, activities, opportunities and experiences we are able to build our pupils confidence and self belief. This is just one of the reasons why we are judged as 'Excellent' by the Independent School Inspectorate (ISI) for both academic achievement and all-round personal development.

Bredon School is ten minutes away from the market town of Tewkesbury, with easy access to the M5 and M50. The Forest of Dean, Wye Valley, the Cotswolds and the Malvern Hills are all well within an hour and we are equidistantly placed between the cathedral cities of Gloucester and Worcester. House prices in and around Tewkesbury sit just below the national average.

# Appointment of Executive Assistant

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**Job Title:** Executive Assistant

**Responsible to:** Bursar / Headmaster

## **Hours of work:**

Full-time; 8.30am until 4.30pm and occasional days for training / inset / Open days and events.

## **Responsibilities:**

- Full secretarial and administrative service to the Board of Governors, Head & SLT
- Assist the Head in leading and managing the school
- Field calls, dealing with caller sympathetically and efficiently, redirecting calls where appropriate
- Assist the Head in preparing the school for inspections
- Assist with Tier 4 applications
- Complete the annual census for the DfE & ISC in conjunction with the Data Manager
- Cover receptionist duties
- Ensure cover for admin support during periods of staff absence
- Type, proofread, print and despatch correspondence, including emails, letters, newsletters and programmes for events
- Produce any highly confidential documents as required
- Produce paperwork in relation to student exclusions
- Have a thorough knowledge of SchoolBase / MIS systems and be able to download and manipulate reports and data from the system as required
- Update policies and procedures in the staff handbook and on the website
- Manage 'enquiries' emails
- Update Old Bredonians database
- Ensure relevant information is uploaded and kept regularly updated on the school website
- Located at two desks, one close to the Head Master's study and one in Academic / Pastoral Hub, in order to support the work of the SMT
- Support the Deputy Head (Academic) in ensuring that the school remains inspection ready at all times

- Support the Deputy Head (Safeguarding & Pastoral) with all relevant documentation updates, newsletters, internal and external correspondence and data analysis from school systems and coordinate any parental meetings or information shares
- Coordinate and provide support at meetings as requested and required by the Headmaster and SLT. This will include scheduling, arranging catering or providing refreshments, preparing and circulating documents, note taking and any follow-up action, including taking minutes
- Support the Deputy Head (Academic) in the organisation and administration of parents' meetings
- Support with the administration and distribution of academic reports as necessary, in conjunction with the Data Manager
- Organise and maintain effective filing of both paper and electronic materials
- Assist with the management and co-ordination of school events
- Maintain up-to-date knowledge of school procedures, processes and current initiatives, projects and issues
- Liaise and support with the central Marketing and Communications team to ensure the timely design and production of key documents e.g. welcome packs, curriculum documents, staff recruitment packs, etc.
- Proactively manage diaries to provide an accurate and reliable schedule, ensuring that all appointments are managed and that all conflicts are resolved, alerting team members to meetings and other appointments in a timely fashion and ensuring all relevant paperwork is available
- Prepare for major school events including Founder's Day, Open Days, School Fetes, Carol Service and other services throughout the year
- Organise travel and associated bookings, correspondence and itineraries for members of the SMT
- Welcome and look after visitors, always promoting a positive image of the School
- Assist all visitors to the Headmaster's or DH offices in a helpful and diplomatic manner
- Support with monitoring and producing attendance data for both board reports and Pastoral monitoring in conjunction with the Data Manager

#### **Other Responsibilities:**

Any other duties negotiated with the Headmaster and Senior Management Team.

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**Health and Safety:**

- To safeguard the health and safety of pupils and colleagues whether on the school premises or engaged in school activities elsewhere.
- To carry out any necessary risk assessments in line with the school's health and safety policy.

**Generic Accountabilities:**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the role.

**Safeguarding Children:**

In accordance with the school's commitment to adhere to the Department for Education's Keeping Children Safe in Education and all other relevant guidance and legislation in respect of safeguarding children, the post holder will be required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school.

**Confidentiality:**

During the course of your employment you will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation.

**Data Protection:**

During the course of your employment the post holder will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations and properly applied to pupil, staff and school business/information.

**Benefits**

- Free onsite parking
  - Free lunch provided in term time
  - Beautiful working environment
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# Person Specification

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	Essential	Desirable
Qualifications/ Experience	<ul style="list-style-type: none"> <li>• 5 GCSE's A*–C including Maths &amp; English (or equivalent)</li> <li>• Three years experience in a similar role</li> <li>• Proven track record of successful support to senior management</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to A Level or Degree Level or equivalent</li> </ul>
Skills/ Knowledge	<ul style="list-style-type: none"> <li>• Minute taking</li> <li>• Knowledge of Databases, data management and production</li> <li>• Knowledge of census and inspection requirements</li> <li>• Ability to produce policies and procedures</li> <li>• Extensive secretarial and administrative skills and good literacy skills</li> <li>• Strong IT skills</li> <li>• Ability to manage multiple tasks and adhere to deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of SchoolBase systems (or willingness to learn)</li> <li>• Knowledge of Google Suite (or willingness to learn)</li> <li>• Knowledge of the Tier 4 Visa process</li> <li>• Knowledge of Independent Schools</li> <li>• Knowledge of legislation e.g. Data Protection, Health &amp; Safety</li> </ul>
Personal competencies and qualities	<ul style="list-style-type: none"> <li>• Effective communication</li> <li>• Inter-personal skills and ability to assess and diffuse confrontational situations</li> <li>• Flexible approach</li> <li>• Team player</li> <li>• Resourceful</li> <li>• Effective time management</li> <li>• Accuracy and attention to detail</li> <li>• Excellent organisational skills</li> <li>• Ability to work with minimal supervision</li> <li>• Discretion, tact and confidentiality</li> <li>• Excellent telephone manner</li> <li>• Problem solving skills</li> </ul>	

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.