



The Abbey



Executive Assistant to the Head

Full-time, term time only plus two weeks (0.8fte)

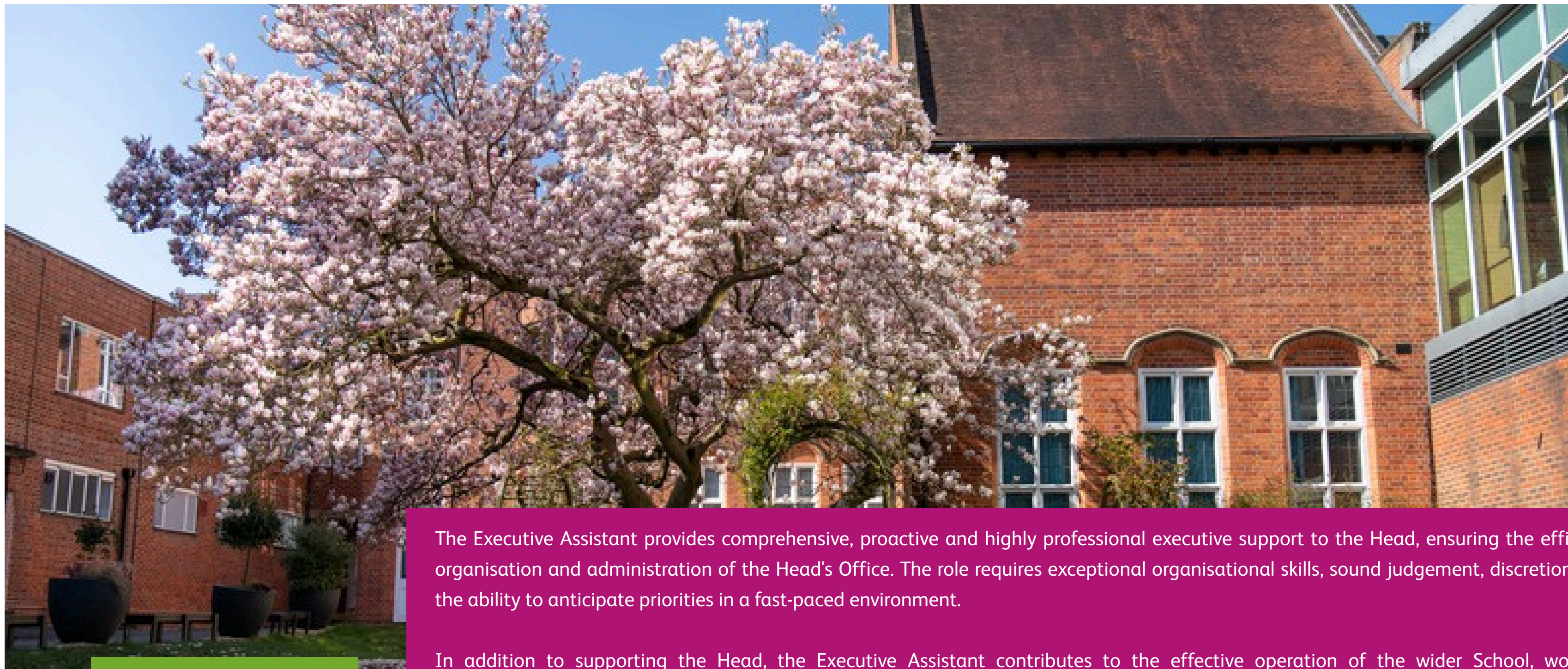


The Abbey



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Introduction & Job Overview

The Executive Assistant provides comprehensive, proactive and highly professional executive support to the Head, ensuring the efficient organisation and administration of the Head's Office. The role requires exceptional organisational skills, sound judgement, discretion and the ability to anticipate priorities in a fast-paced environment.

In addition to supporting the Head, the Executive Assistant contributes to the effective operation of the wider School, working collaboratively with the PA to the Junior School Head, the PA to the Head of Finance and Resources, and colleagues across the School to support the work of the Senior Leadership Team and Governing Council.

The Executive Assistant also plays a role in supporting the Chair of Governors, organising meetings for them and ensuring they are well informed about School events.





Welcome from the Head

The Abbey is a remarkable all-girls community of learning and brilliant experiences. It is a place of curiosity, adventurous spirits, and the excitement of discovery. We focus on individual care and attention in a warmly supportive atmosphere, full of fun and laughter. Our students have the assurance to take risks, explore interests and passions, and engage generously with the world and with each other.

Our results are outstanding, but what matters to us is how students achieve them. Our goal is to equip girls to achieve academic excellence with confidence, purpose and joy. This means providing exceptional opportunities across the widest spectrum of learning and activities. We offer more student-led learning and choice in our curriculum than almost any other school, so that students take charge of their own futures and mature into the people they mean to be.

What's special about The Abbey is the atmosphere. We're a diverse, down-to-earth community full of enthusiasm, spark and energy. We have played a leading role in all-girls education for over 130 years. During that we've adapted and innovated and that is true now more than ever. In today's world, all-girls education matters: it helps our students face the future on their own terms, ready to make the world a better place for themselves and the communities around them.

I look forward to receiving your application to join The Abbey as a valued member of our community.

Dr Sarah Tullis





Key Responsibilities

- Provide comprehensive executive support to the Head, ensuring the smooth and efficient operation of the Head's Office.
- Manage the Head's complex and demanding diary, exercising sound judgement to prioritise commitments, coordinate meetings and maximise the effective use of the Head's time.
- Act as the first point of contact for students, staff, parents, governors, visitors and external stakeholders, providing a professional, welcoming and confidential service at all times.
- Manage incoming emails, correspondence, telephone calls and enquiries, prioritising matters appropriately, responding where delegated and drafting correspondence on the Head's behalf.
- Prepare, proofread and format high-quality reports, presentations, letters and other documentation to a consistently high standard.
- Organise papers, briefing documents and supporting information for meetings, ensuring the Head is fully prepared for internal and external engagements.
- Support The Head and Whole School Leadership Committee in preparedness for ISI inspection, including maintaining the Policy Review Schedule.
- Maintain effective electronic and paper filing systems, ensuring records are accurate, well organised and compliant with data protection requirements.
- Manage shared drives and electronic document management systems, ensuring information is accessible, current and logically organised.
- Attend meetings as required, producing accurate minutes, recording decisions and monitoring the completion of agreed actions.
- Coordinate and support a range of School events, meetings and functions, including Governors' meetings, leadership events and other key activities.
- Attend School Open Events and provide administrative support in the planning and delivery of these events.
- Work collaboratively with the Administration Team and Team Manager to provide flexible administrative support across the School, including assisting the Senior Leadership Team, Reception and Resources teams as required.
- Develop positive working relationships across the School, ensuring effective communication and coordination of projects and priorities involving the Head.
- Work closely with the Human Resources team to coordinate the Head's involvement in recruitment processes, including interview scheduling, documentation and candidate communications.



Key Responsibilities continued.

- Utilise a range of Microsoft Office applications and School management systems to support efficient administration and workflow.
- Maintain the highest standards of confidentiality, discretion and professionalism when handling sensitive information.
- Undertake filing, archiving and records management in accordance with School policies and statutory requirements.
- Carry out any other duties commensurate with the level and responsibilities of the role, as reasonably requested by the Head.

Person Specifications & Qualifications

- Experience relevant to the role
- Administrative qualifications
- Shorthand would be a significant advantage
- Excellent communication skills, verbal and written and at all levels
- Sound judgement and discretion in handling confidential matters
- Enthusiastic, friendly, professional approach
- Ability to work within a team as well as on own initiative
- Ability to work at a fast pace with a 'can do' helpful approach
- Ability to organise and prioritise work, to effectively manage conflicting deadlines as required
- Excellent administrative and organisational skills with a proven track record
- Computer literate with high levels of knowledge and competence using software to include MS Microsoft and Adobe packages and familiarity with databases and the generation of reports.
- Working knowledge of and ability to use the School's MIS systems to include ISAMs, MSP and SchoolPost
- The ability and confidence to deal in a professional manner with all levels of staff and with parents and visitors within the busy academic school environment
- Proven ability to work proactively and with attention to detail
- Actively contribute to the school's marketing, admissions, engagement, and development strategies to promote student recruitment and enhance the school's reputation.
- A demonstrable commitment to excellent customer care, with a focus on ensuring positive and professional experiences for families, external stakeholders, and partners.
- Understanding of Safeguarding requirements within an educational setting
- Commitment to the School's ethos and values



Location, estates and facilities

The Abbey's town centre location places us at the heart of a thriving, busy and diverse community, whilst our extensive coach network helps us provide accessibility from locations across Oxfordshire and Berkshire for both Junior and Senior girls.

As one of the most vibrant towns in the UK, with a focus on technology and innovation industries, Reading offers wonderful opportunities, from the glories of the Chilterns and the Thames, and beautiful parks, to outstanding shopping and a constantly evolving cultural and restaurant scene.



Whilst we embrace the benefits of being a town centre school, with a solid urban vibe, we have excellent sporting facilities, with astros, tennis courts, netball courts, a large gymnasium, and an impressive fitness suite. These facilities are supplemented by partnerships with Reading University, Reading Rowing club at the Redgrave Pinsent rowing lake, and other excellent local facilities. We were delighted to host the national GSA event of Girls go Gold in September 2023.

Governors have made a substantial investment in the estate over the past few years. Our Junior School has been extended and remodelled, with imaginative new spaces to enable girls to go way beyond a conventional curriculum, the recent refurbishment of Knell House provides a welcoming and age-appropriate setting for Little Knellies nursery. The buildings sit in the Christchurch Conservation area, five minutes up the hill from the Senior School.

Our heated indoor pool, complete with diving boards, is in the heart of our Senior School building and all girls, including the very youngest, have timetabled swimming and other water activities.

All our classrooms are well equipped to support effective teaching and learning, including IT resources to support the school's one to one digital device policy.



Terms of appointment

An excellent remuneration package commensurate with the importance of the role and the experience of the successful candidate will be offered.

This role is a permanent position working 37.5 hours a week, term time only plus two weeks (0.8 fte)

The salary range for this role is: £31,533 - £35,368 per annum (£39,041- £43,789 FTE)

All eligible, non-teaching employees will be automatically enrolled into the non-contributory Group Pension Scheme, run by ReAssure after 3 months employment with the school. The School contributes 8.35% of the monthly salary into the pension scheme.

Appointment process and how to apply

Applicants should complete [The Abbey's Application Form](#) which fully addresses the competencies as described in the job description and person specification and outlines their interest in The Abbey.

The Abbey is committed to safeguarding and promoting the welfare of children. The successful candidate must be willing to undergo an enhanced disclosure through the Disclosure and Barring Service.

Protecting your personal data is of the utmost importance to The Abbey and we take this responsibility very seriously. The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to assist our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection policy.

If you succeed in your application and take up employment with The Abbey, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.



Abbey Life & Benefits



The Abbey



3 Course Meal
Dining



Electric Vehicle
Leasing Scheme



Free Parking



Cycle to Work
Scheme



Sports Facilities



Employee Assistant
Programme (EAP)



Pension



Income Protection



Family Friendly
Policies



Concessions &
Discounts



Private
Healthcare
Scheme



Interest Free
Ticket Loan



Professional
Development



Staff Accommodation
(subject to availability)



IT equipment &
Resources



Key dates

