



# Beachborough

## Job Description

POSITION	Head's Executive Assistant & Office Manager
REPORTS TO	Head
LINE MANAGES	Reception & Administrative Support Staff
Hours / Contract	30 Hours Per Week (Term Time Only)

### The role

To provide comprehensive executive support to the Head, ensuring the smooth and efficient management of the Head's office and supporting the strategic and day-to-day operations of the school.

This varied and pivotal role combines the responsibilities of Executive Assistant to the Head, Office Manager, School Portal Administrator and HR Support. The postholder will act as a key point of contact for parents, staff, governors and external stakeholders, maintaining the highest standards of professionalism, discretion and confidentiality.

The role also provides one hour a day of administrative support to the Head/ Deputy Head (Boardman), ensuring the efficient delivery of key school processes and communications.

### Key Executive Assistant responsibilities

Provide proactive and comprehensive support to the Head in the management of their daily professional responsibilities.

### Executive support

- Manage the Head's diary, appointments and meetings, ensuring effective prioritisation of commitments
- Act as the first point of contact for the Head, managing telephone calls, emails and visitors
- Coordinate meetings, events and hospitality arrangements on behalf of the Head
- Take minutes and maintain accurate records of meetings where required
- Assist with the preparation of agendas, reports, correspondence and briefing papers as required
- Manage confidential information with absolute discretion and professionalism

### Administrative support to the Head and Deputy Head (Boardman)

- Provide one hour a day of administrative support for the Head/ Deputy Head (Boardman)
- Assist with Boardman school communications
- Coordinate schedules, meetings and key deadlines

### **Key Office Management responsibilities**

- Ensure the effective day-to-day operation of the School Office, providing a welcoming, efficient and professional service.

### **Office management**

- Oversee the smooth running of the School Office and reception functions
- Act as a central point of contact for staff, parents, visitors and external organisations
- Maintain office systems and procedures to ensure operational efficiency
- Coordinate administrative support across the school as required
- Manage office supplies and resources, ensuring appropriate stock levels are maintained

### **Parent Portal administration**

Take responsibility for the administration and ongoing maintenance of the school's portal systems.

### **Parent Portal management**

- Act as the lead administrator for Parent Portal
- Maintain accurate pupil, parent and staff information within the system
- Create and manage user accounts, permissions and access rights
- Support staff and parents with portal access and usage queries
- Ensure key information, communications, reports and documents are uploaded and maintained
- Assist with the implementation of new functionality and system improvements

### **HR support responsibilities**

- Provide administrative support to the School's HR function

### **Communications and stakeholder engagement**

- Build positive professional relationships with staff, parents, governors and external stakeholders
- Proofread professional correspondence and communications for the Head
- Support the coordination of whole-school communications when required
- Maintain professional standards in all interactions, representing the school positively at all times

Occasional attendance at evening meetings and school events may be required by mutual agreement.

The above list of duties is for guidance only and should not be considered a complete statement of duties. The job holder may be required to undertake any other reasonable task as requested by the Head. Furthermore, for the school to remain at the forefront of best practice, new responsibilities may be added in the future following discussion with the post holder.

### **Essential skills & experience**

- Previous experience as an Executive Assistant, Personal Assistant, Office Manager or in a similar senior administrative role
- Excellent organisational and time-management skills
- Exceptional verbal and written communication skills
- The ability to produce accurate minutes, summaries and action points in a timely manner

- Ability to manage multiple priorities and work independently
- Strong attention to detail and accuracy
- Experience managing confidential and sensitive information
- Excellent interpersonal and relationship-building skills
- Strong IT skills, including Microsoft Office 365
- Experience using school management systems, databases or portals
- Professional, proactive and flexible approach
- Ability to remain calm and effective in a busy environment

### **Desirable skills & experience**

- To be proficient in capturing and documenting meeting discussions through shorthand, speedwriting and/or AI-assisted note-taking tools.
- Experience working within an independent or maintained school environment
- Experience of My School Portal administration
- Previous HR administration experience

### **Safeguarding**

At Beachborough, safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all practitioners should ensure their approach is child-centred, considering at all times what is in the best interests of the child.

The post holder must adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the Designated Safeguarding Lead (DSL).

### **Equal Opportunities**

Beachborough School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only, including skills, qualifications, abilities and experience.

In accordance with the Equality Act, Beachborough School seeks to treat those with disabilities as favourably as those without disabilities and will make reasonable adjustments wherever practicable to avoid placing those with disabilities at a disadvantage.

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