

EXECUTIVE OFFICER JOB DESCRIPTION

Job Title:	Executive Officer
Line Manager:	Head Master
Job Grade:	G5

Purpose of Job

- Work with the Head Master and Chinese Principal on aspects of operational management to aid connection amongst non-academic departments.
- To lead strategic coordination and communication between all non-academic and admin functions across the school.
- Provide administrative support to the Head Master and Chinese Principal (and Head of Schools as required)
- Maintain a high level of integrity and confidentiality with all information and knowledge that is associated with working closely with the Head Master.
- Line manager of Personal Assistant's in the Head Master's Office and Main Building Receptionists.
- Proof reading English Written documents such as letters and handbooks.

Duties and Responsibilities

Management

- Line manager of Personal Assistant's in the Head Master's Office and Main Building Receptionists
- Central coordinator for non-academic departments' to support Head Master in relation to:
 - Production of Key SOP's in line with school requirements
 - Supporting best practice operationally
 - Timely and effective communication amongst departments and with senior academic teams
 - Process improvements and delivery of results
- Management of the SLT folder information on Office 365 including ensuring all tasks assigned by Head Master are completed timely to a sufficient standard.
- Support to the Head Master in the connection between academic and non-academic plans to aid aligned outcomes with the school objectives.
- Review, assess and monitor follow up action steps on correspondence.
- Gather and analyse information required for Governors' report.
- Provide full administrative duties as required including producing agendas, taking and transcribing confidential minutes of meetings, circulating appropriate papers and logging /updating action points accordingly.
- Prepare documents for SLT meetings and take minutes.
- Lead executive level visitors' schedule and meetings at Harrow Shenzhen.

Project-based assignments

- Undertake project work and related activities as directed by the Head Master.
- Support academic staff recruitment process (SOP).
- Provide coordination for external agencies as and when required e.g. school inspectors, auditors.

Development of Administrative Support Teams

- Set good examples for senior academic support officers in the Lower and Upper school.
- Provide professional training to academic support team if required.

Other

- Proof reading English Written documents such as letters and handbooks.
- Work with necessary teams to support the recruitment needs of the school.

- Back up PA to Head Master and Chinese Principal as and when necessary.
- Perform related work as assigned by line manager.

Requirements

Minimum Academic Degree required

Qualified to degree level in a relevant subject.

Professional skill and knowledge required

Mandatory

- Demonstrated ability to work effectively as part of a team, as well as independently.
- Highly developed written and verbal communication skills with a strong attention to detail.
- Highly developed organisation skills with the ability to prioritise competing demands.
- Discretion, and the ability to deal with confidential information appropriately.
- Ability to meet deadlines, be flexible and adaptable.
- Commercial acumen

Desired but not mandatory

- Knowledge of relevant school policies, procedures and systems.
- Knowledge of the academic progression under the British curriculum.
- Proficiency in digital dictation and transcription

Experience

Mandatory

- At least 3 years successful experience in a comparable role.
- Significant experience of line management including managing the performance of others
- Experience of managing and maintaining accurate records and filing systems

Desired but not mandatory

- Experience of working in a school environment.

IT Skills

- Microsoft Office and knowledge of relevant softwares.
- A knowledge of modern technology and social media

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. 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 post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

Harrow is committed to the safety and protection of children.

All employees are expected to comply with our School Child Protection and Safeguarding Policy.