



## EA to COO and MD RFS

<b>Contract</b>	Permanent, All year round OR high FTE (to be discussed)
<b>Hours</b>	Full-time - 40 hours per week This will typically be Monday – Friday 8.30am – 5.30pm, however some flexibility may be required.
<b>Location</b>	Repton School Occasional travel to other Sites within the Repton Family of Schools
<b>Benefits</b>	Pension scheme Free onsite parking Free Sports Centre membership
<b>Responsible to</b>	COO
<b>Summary</b>	The postholder will provide excellent administrative and secretarial support to members of the Senior Executive Team

### Role Overview

The Executive Assistant will provide support to the Repton Group COO and the MD of the Repton Family of Schools (RFS), ensuring a smooth-running, efficient, and professional office through the proactive management of administrative, organisational, and communication activities. Acting with exceptional attention to detail, anticipation of needs, and absolute discretion, the role is critical in enabling the COO and MD to focus on strategic priorities.

The Executive Assistant will manage correspondence, meetings, information flow, and day-to-day operations across the COO and MD of RFS offices, including the coordination of travel, itineraries, and logistics. The role also supports governance processes, international activity, and key stakeholder engagement across Repton’s national and global networks.

As a close and confidential partner to the COO and MD, the Executive Assistant plays a vital role in maintaining operational effectiveness, professionalism and clarity in a fast-paced, domestic and international environment.

### **Office and Executive Support**

- Ensure the efficient, professional, and smooth running of the COO and MD offices by proactively anticipating needs, managing complex diaries and prioritising competing demands.
- Organise and coordinate regular and ad hoc meetings, including internal and external engagements.
- Support the planning and coordination of key school and group events involving the COO and MD.

### **Correspondence and Communication**

- Manage correspondence, including reviewing, researching, prioritising, and routing communications appropriately.
- Manage phone and virtual communications, exercising sound judgement and discretion.

### **Meeting Coordination and Follow-Up**

- Schedule meetings across the UK and multiple time zones internationally.
- Prepare agendas, briefing papers, and supporting documentation.
- When required, accurately record minutes, track action points, and ensure timely follow-up.

### **International Travel and Itineraries**

- Book and manage all aspects of domestic and international travel, including flights, accommodation, visas where required, and ground transport.
- Working alongside the RFS Head of Partnerships and other staff as required, prepare itineraries and briefing packs for international travel, school visits, conferences, and events.
- Act as the primary point of coordination for changes or issues arising during travel.

### **Stakeholder Liaison**

- Build effective working relationships across the organisation and with international partners, representing the organisation with professionalism and diplomacy.

### **Confidentiality and Professional Standards**

- Uphold the highest standards of confidentiality, discretion, and integrity in all aspects of the role.
- Handle sensitive information and communications in line with organisational policies and GDPR requirements.

### **Administrative Excellence**

- Demonstrate exceptional attention to detail, initiative, and a proactive approach to problem-solving and time management.
- Work alongside the Group Secretary to ensure timely collation of board papers in line with established timetables.
- Review documents to ensure consistent formatting and branding before distribution or publication.
- Continuously seek ways to improve administrative processes, systems, and ways of working to enhance effectiveness and efficiency.
- Draft and edit high-quality correspondence, reports, presentations, and documents.

### **Person Specification**

Experience	<ul style="list-style-type: none"> <li>• Proven experience as an Executive Assistant supporting senior executives, ideally within an international, commercial, or education-focused organisation.</li> <li>• Experience of supporting board-level or governance meetings, including preparation of papers and minute-taking.</li> <li>• Experience of managing complex diaries, international travel, and high volumes of confidential information.</li> <li>• Experience of working in fast-paced, multi-stakeholder environments.</li> <li>•</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Exceptional organisational skills, with the ability to manage multiple priorities and remain calm under pressure.</li> <li>• Strong written and verbal communication skills, with excellent attention to detail.</li> <li>• High levels of discretion, integrity, and professionalism.</li> <li>• Confident interpersonal skills, with the ability to build credibility quickly with senior stakeholders.</li> <li>• Proactive, solutions-focused mindset with the ability to anticipate issues and take initiative.</li> <li>• Strong judgement and the ability to handle sensitive matters with diplomacy.</li> <li>• Technologically confident, with strong proficiency in standard office and collaboration tools.</li> <li>• Advanced proficiency in Microsoft Office and digital collaboration tools.</li> </ul>
<b>Training and Development</b>	<ul style="list-style-type: none"> <li>• Willingness to develop skills and undertake relevant training.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Maintains confidentiality.</li> <li>• Motivated, proactive and self-directed.</li> <li>• Calm, professional and reliable under pressure.</li> <li>• Flexible and able to meet tight deadlines.</li> <li>• Strong team player with excellent interpersonal skills.</li> <li>• Committed to the role and to the School.</li> </ul>
<b>Other Important Information</b>	<p><u>Safeguarding</u></p> <p>Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact is a critical part of all roles at Repton.</p> <p>Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a</p>

For an informal conversation about the role please contact Donna Cameron, Executive Assistant to the Headmaster, on [dcameron@repton.org.uk](mailto:dcameron@repton.org.uk)