



EA to the Executive Team

Contract	Permanent, term time only – plus 6 additional days during the school holidays to be agreed with line manager
Hours	Full-time - 40 hours per week Monday to Friday between the hours of 8.30 am to 5.30 pm Occasional out of hours/evening/weekend work may be required Speech Day & Leavers' Ball
Location	Repton School Occasional travel to Repton Prep
Benefits	Pension scheme Free onsite parking Free Sports Centre membership
Responsible to	Executive Assistant to the Headmaster
Summary	The postholder will provide excellent administrative and secretarial support to members of the Executive Team

Role Overview

Working closely with the Executive Assistant to the Headmaster, this role ensures that members of the Executive Team are well-prepared, informed and supported. The postholder will handle a wide range of tasks - including coordinating diaries and travel plans, producing documentation, supporting school events and maintaining accurate administrative systems.

Given the nature of a boarding school environment, flexibility during peak times is essential. This position suits a highly organised, proactive individual who takes pride in delivering high-quality administrative support and who can build positive working relationships across the School community.

Diary & Meeting Management

- Manage diaries proactively, ensuring members of the Executive Team are fully prepared by proactively anticipating needs, managing complex diaries, and prioritising competing demands.
- Organise and coordinate regular and ad-hoc internal and external meetings, including agenda preparation, supporting papers, minute-taking, room bookings and refreshments.
- Respond effectively to last-minute changes or requests.
- Accurately record minutes, track action points, and ensure timely follow-up.
- Support the planning and coordination of key school and group events.
- Work flexibly and at pace, including occasional out-of-hours working.

Administrative Support

- Demonstrate exceptional attention to detail, initiative, and a proactive approach to problem-solving and time management.
- Handle sensitive information and communications in line with organisational policies and GDPR requirements.
- Provide a full range of administrative and secretarial support to Executive Team members.
- Manage correspondence, including reviewing, researching, prioritising, and routing communications appropriately.
- Manage phone and virtual communications, exercising sound judgement and discretion.
- Draft and issue communications to pupils, parents, staff and stakeholders.
- Maintain clear, effective and up-to-date filing systems. Continuously seek ways to improve administrative processes, systems, and ways of working to enhance effectiveness and efficiency.
- Create and distribute documents in accordance with School design guidelines.
- Use iSAMS to compile and produce data and communications for parents, guardians and pupils.
- Support the Executive Assistant with inspection and compliance tasks.
- Provide administrative support for staff recruitment processes.
- Play an active role in the planning, organisation and delivery of key annual events such as Speech Day, the Leavers' Ball and parent receptions.
- Prepare rotas as required.

Communication & Team Working

- Act as the first point of contact for the Executive Team, responding to enquiries professionally and promptly.
- Communicate effectively in writing and verbally, adapting tone and style for different audiences.
- Build positive and supportive relationships with colleagues across the School.
- Demonstrate tact, diplomacy, discretion and confidentiality at all times.

Other Duties

- Book and manage all aspects of domestic and international travel, including flights, accommodation, visas where required, and ground transport.
- Prepare detailed itineraries and briefing packs for international travel, school visits, conferences, and events.
- Act as a primary point of coordination for changes or issues arising during travel.
- Uphold the highest standards of confidentiality, discretion, and integrity in all aspects of the role.
- Take an interest in the School and how it functions to support its pupils.

- Awareness of legislative requirements including Safeguarding, GDPR, Safer Recruitment and Inspections.
- Work closely with the Headmaster's Executive Assistant, providing reciprocal cover as and when required, to support a seamless service to the Headmaster.
- Any other duties as required to support the Headmaster and his team or the office of the Headmaster.

Person Specification

Qualifications	<ul style="list-style-type: none"> • Good general education (A Level or equivalent experience). • Qualifications in Secretarial or Business Administration (RSA3/NVQ3 or equivalent) desirable.
Experience	<ul style="list-style-type: none"> • Proven experience as an Executive Assistant supporting senior team, ideally within an international, commercial, or education-focused organisation. • Experience of complex diary management, organisation of international travel and meeting administration. • Experience of working in fast-paced, multi-stakeholder environments. • Understanding of GDPR and strong commitment to confidentiality. • High standards of accuracy and presentation. • Ability to work independently, manage workload effectively and prioritise tasks. • Ability to remain calm and produce accurate work under pressure.
Knowledge & Skills	<ul style="list-style-type: none"> • Excellent IT skills, including MS Office (Word, Excel, PowerPoint, Outlook, Forms, MS Teams). • Exceptional organisational skills, with the ability to manage multiple priorities and remain calm under pressure. • Strong written and verbal communication skills, with excellent attention to detail. • High levels of discretion, integrity, and professionalism. Strong judgement and the ability to handle sensitive matters with diplomacy. • Accurate note-taking skills. • Understanding of safeguarding in schools. • Experience with MIS systems such as iSAMS (training can be provided). • Proactive, solutions-focused mindset with the ability to anticipate issues and take initiative. • Strong judgement and the ability to handle sensitive issues appropriately.
Training and Development	<ul style="list-style-type: none"> • Willingness to develop skills and undertake relevant training.
Personal Qualities	<ul style="list-style-type: none"> • Maintains confidentiality. • Motivated, proactive and self-directed. • Calm, professional and reliable under pressure. • Flexible and able to meet tight deadlines. • Strong team player with excellent interpersonal skills. • Committed to the role and to the School.

For an informal conversation about the role please contact Donna Cameron, Executive Assistant to the Headmaster, on dcameron@repton.org.uk