



## Ribston Hall High School Vacancy

### **Executive Assistant to the Headteacher & Senior Leadership Team**

Grade:	NJC SCP 16-20, £29,572-31,586 (pro-rata £26,031 - £27,804)
Hours:	37 hours per week, 40 weeks per annum
Contract:	Permanent
Closing Date:	Sunday 2 <sup>nd</sup> February 2025 at 5.00pm
Interview Date:	w/c 3 <sup>rd</sup> February 2025
Start Date:	As soon as possible

The Trustees of Ribston Hall High School are looking to appoint an enthusiastic and experienced Executive Assistant to the Headteacher and Senior Leadership Team.

You will provide executive support to the Headteacher, including overseeing electronic diaries, scheduling appointments/meetings, managing electronic inboxes and preparing routine correspondence.

You will act as the first point of contact for all administrative matters relating to the Headteacher and assist in supporting other Senior Leadership Team members with administrative tasks as required.

The role will provide the opportunity to plan, co-ordinate and deliver events, including the School's annual Cathedral service. You will also support the Admissions Manager, at key points in the admissions processes throughout the year.

With excellent administrative skills and a good knowledge of office processes, you will have excellent IT skills including the use of Microsoft Office. With exceptional communication skills and the ability to maintain confidentiality at all times, you will be organised and efficient in your approach to work, with good attention to detail and the ability to prioritise tasks and work to deadlines.

The salary offered is based on National Joint Council for Government workers scale, with access to the Local Government Pension Scheme.

For a job description and application form please visit the school website [www.ribstonhall.gloucs.sch.uk/vacancies](http://www.ribstonhall.gloucs.sch.uk/vacancies)

To apply, please submit your completed application form, together with a covering letter outlining your suitability for the role via the school website.



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For an informal discussion about the role or to arrange a visit to Ribston Hall please contact Denice Murphy at [dmu@ribstonhall.gloucs.sch.uk](mailto:dmu@ribstonhall.gloucs.sch.uk)

References will be sought prior to interview. Please note that as part of our safer recruitment, open internet searches will be carried out on all shortlisted candidates.

Ribston Hall High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share the same commitment.

Appointment is subject to satisfactory references, enhanced DBS disclosure and a pre-employment health check.