



WELLINGTON  
COLLEGE  
INDIA

Executive Assistant (EA) to Founding Master – July 2022

Location: Pune

## **Introduction**

The role is to work closely with the Master to provide the highest level of administrative support, coordinating and managing the Master's diary, dealing with all routine communications, receiving visitors and assisting with the day to day liaison with staff and pupils. The EA will be an excellent ambassador for the Master and the school in all dealings.

The EA will develop and execute the Master's initiatives and ideas for visits and events, liaising with members of the Senior Leadership Team (SLT) as necessary.

The EA will exercise sound professional judgement, anticipate and solve problems, take initiatives to reduce the Master's involvement in routine matters wherever possible and will have a comprehensive understanding of the needs of the Master and the ethos of the school.

The Master's EA will also support the SET and the SLT in a range of planned tasks and on request.

## **Key Responsibilities**

- Attend daily meeting with the Master to discuss work requirements and other issues.
- To coordinate and manage the Master's diary in MS Outlook and MS Teams. The EA should seek opportunities to plan the Master's diary most effectively and according to an established set of priorities.
- To ensure that relevant school calendar entries are coordinated with the Master's diary.
- To deal with specific visitors to the Master and enquiries to the Master's office.
  - To meet and greet specific visitors to the Master, ensuring they are given an opulent welcome and impression of the school, which reflects its ethos.
  - To deal with telephone calls and to screen accordingly.
  - To act as 'gatekeeper' and facilitate access to the Master where appropriate, and without jeopardizing the smooth running of the Master's schedule.
- To deal with all of the Master's correspondence.
  - To open and deal with all post.
  - To prepare routine correspondence for signing, i.e. to prepare draft or final replies to letters/ emails on behalf of the Master.
  - To prepare other correspondence/documents/reports, as required.
- To arrange and organize meetings and to ensure the Master has all relevant information in advance.
  - Overseeing/management of all practical arrangements for the Master's meetings, e.g. room bookings, staff/parent availability, catering, travel etc.
  - To gather and check information and prepare papers/briefing notes in advance of meetings.
  - To attend meetings and take minutes when required. (e.g. the pupils' School Council).

- To maintain the administrative and management information systems necessary for the efficient running of the Master's office.
  - To file the Master's important documents.
  - To maintain records as necessary for the smooth running of the school.
- Event co-ordination as required by the Master (e.g. Festival of Education)
- To undertake research in support of the Master's work, to include the preparation of reports/statistics/briefing papers, that can be used by the Master to aid decision making.
- To help the Master plan assemblies and prepare PowerPoint presentations for them. To invite guests to assemblies where applicable.
- To liaise with members of staff in charge of any event that requires the Master's attendance/involvement; to liaise with Governors, members of SLT, the Bursar. To liaise with the Deputy Heads regarding matters arising during the Head's absence.
- To observe and maintain the confidential nature of the post at all times.
- Manage the timeline for the Master's writing of pupil reports, proofread and upload to the school information management system.
- Gather information for the Master's reports to Wellington College International Ltd. and ensure these are sent out in a timely fashion.
- To help with the Master's termly report to the Governors; liaising with contributors and pulling together content based upon the Master's instructions.
- To ensure timely communication of Full Board and Committee/Sub-Committee meetings to the Governors.
- Design (when necessary) and production of play/concert programmes etc.
- Taking minutes at the start of term Staff Meetings and other meetings.
- Support the Head Pastoral with maintaining Safeguarding and Pupil Behavior records.
- Support the Deputy Head Pastoral by making updates to a variety of Safeguarding documents on request.
- Manage the policy review process to ensure all school policies are up to date and inspection ready. Liaise with individual SLT members regarding the policies for which they are responsible.
- Ensure readiness of all documents required for any Compliance Inspections.
- Maintain the 'Policies' and 'Academic Results and Future Schools' sections of the school website.
- Help Heads of Section to organize the Parents' Evenings when required.

### **Other Duties**

The EA is expected to carry out other duties as reasonably requested by the Master or the SLT.

## **How to Apply**

Please submit your resume along with a cover letter addressed to The Master, Wellington College International, Pune at talent@wellingtoncollege.in, mentioning "Application for EA to the Master" in the subject line. Also share details of three references, one of whom must be the current employer.

## **Safer Recruitment Policy**

"Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection." ITFCP Statement of Commitment

Please note this position is subject to an enhanced Criminal Records Bureau Disclosure. Wellington College International Pune is committed to equality and diversity. The College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and Disclosure and Barring Service checks.

## **Reference**

Please note that we will wish to contact the referees of all shortlisted candidates; if you have a specific preference that we should not contact someone immediately, please indicate this in your application.