



Job Description

Job Title: Executive Assistant (Governance, Risk and Compliance)
Responsible to: Principal (subject to review of future structure)
Hours of Work: Full time; 37 hours per week – year round

Summary

As Clerk to the Board of Governors, the EA provides high quality administrative support for the Board of Governors and Sub-Committees in their duties and function as trustees of George Heriot's School. Primarily responsible to the Principal in the first instance, the EA also works closely with the Director of Finance (Treasurer to the Board) and other senior leaders to support all board-related activities, as well as the annual bursary and awards process and the management of risk and compliance (insurance, licensing etc). The EA also provides support to the Head of Estates in relation to commercial lettings – this is subject to review of future structure.

Key Duties and Responsibilities

The key duties and responsibilities of the role are detailed below. This list is not intended to be exhaustive and may be reviewed from time to time in line with business requirements.

Governance Administration

- Act as the first point of contact for parental, staff and external engagement with the Board of Governors, disseminating information as appropriate.
- Organisation of Governors' Board and Sub-Committee meetings.
- Preparation, collation and circulation of agendas, papers and reports prior to the meetings, in liaison with the Principal, Chair/Sub-Committee Convenors and Senior Management.
- Attending all meetings of the Board, Sub-Committees and subsidiary companies
- Taking minutes of meetings, drafting minutes and circulating for approval.
- Working with the Principal to support the tracking and managing of ongoing workflows and organising of meetings.
- Support the Principal to follow up on actions arising and ensuring tasks are completed in a timely manner by the Board and executive teams.

Governance Compliance

- Support the Director of Finance and the lead for Governance, Risk and Compliance, in dealing with all official correspondence, deeds and contracts requiring to be signed in the name of the Governors.
- Maintenance and updating of Trust and subsidiary company records.
- Supported by HR, maintain the record of all Governor appointments/ renewals of terms of office/ resignations, advising the Chairman and Principal of forthcoming vacancies, managing the nomination procedures as appropriate in conjunction with the nominating bodies, and managing the induction procedures for new Governors.
- Support the Director of Finance and the lead for Governance, Risk and Compliance, with scheduling of all decisions and governance cycle and key school deadlines.

Bursarial and Foundation Applications and Awards

- Support the Director of Finance in the management of the Bursarial and Foundation application and awards process, on an annual basis.
- Coordinate meetings and communications with the Governors, Director of Finance, Admissions Manager and Foundationer Co-ordinator as required.
- Record Bursarial and Foundation awards and process communication to families in conjunction with Admissions, Foundation Co-ordinator and Finance Teams
- Support the Director of Finance to manage communication between recipient families until Bursarial and Foundation cycle is closed.
- Manage accurate records of Bursarial and Foundation recipients in conjunction with the admissions department.
- Support the Director of Finance to oversee and manage additional applications for Bursarial and Foundation awards outside the application cycle.

Governor Event Management

- Ensure Governors are fully informed of all key School activities and events, liaising with the Principal's PA to administer invitations, arrange ticket allocation and provide assistance as required.
- To support the school in hosting the Governors' Annual Founder's Day Dinner, liaising with the Governors, Principal, and the Principal's PA.

General

- Provide joint support to the Director of Finance and lead for Governance Risk and Compliance, as required, to ensure the school is meeting its obligations in relation to all aspects of compliance – eg: processing requirements related to insurance and insurance claims, licensing requirements and applications (eg: for events) etc.
- Provide administrative support to the Head of Estates in relation to commercial lettings as required (subject to future review)

- Any other duties as reasonably required by the Principal.

Skills and Attributes Required:

- An understanding and empathy for the ethos and objectives of George Heriot's Trust – including the School and the Foundation which supports children who have suffered the loss of a parent.
- Significant proven experience of providing a range of administrative support to Senior Managers, including organisation of large meetings and preferably with experience of taking minutes at Board/ Senior level.
- Highly organised and resilient, with the ability to multi- task and meet a range of deadlines within a fast-paced environment.
- Excellent verbal and written communication skills, with a proven ability to communicate and work effectively with people at all levels of the organisation.
- Socially intelligent, with the ability to work constructively and sensitively with people who may be experiencing difficulties in their lives.
- Positive and pro-active “can do” attitude, with the ability to work autonomously and also as part of a team, to make things happen.
- Excellent computer skills, in particular Word, Excel and PowerPoint to intermediate level.
- Experience of creating, documenting and implementing a range of organisational systems, processes and procedures to ensure efficient and effective working.
- Previous experience of working within either a legal or compliance and risk management environment, would be advantageous but is not essential.

Additional Information

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. As such, the successful candidate will be required to gain membership of the PVG Scheme.

*George Heriot's School is governed by George Heriot's Trust,
Scottish Charity number SC011463*