

Job Description

Job Title:	IT Office Administrator & Executive Assistant to the Group Director ICT
Hours of Work:	Full-time
Department:	ICT
Job Grade (if applicable):	26k-30k
Accountable to:	Group Director of ICT
Number of direct reports:	None
Budgetary responsibility:	None
Location:	Stowe
Purpose of the role:	To act as the administrative hub for the ICT department, collating information relevant to licensing, suppliers, stakeholders, GDPR and IT support to maintain good data organisation. To provide high-quality PA support to the Group Director ICT in his day-to-day role, organising his diary and coordinating the paperwork required to carry out the wide spectrum of responsibilities of the office.

The Stowe Group

The Stowe Group of schools (Stowe, Ashfold, Swanbourne House and Winchester House) is situated on four separate sites in Buckinghamshire and Northamptonshire and educates children from 3-18 years. Within The Stowe Group there are more than 1,800 pupils and 800 members of staff. The schools occupy sites of historical significance in Swanbourne, Dorton, Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational Change Makers vision and Change 100 programme.

Vision & Ethos

We are Change Makers

Stowe stands in the most sublime setting of any school in the world. Historic buildings, landscaped gardens and the very spirit of the Enlightenment sit at the heart of its founding. But, as this remarkable landmark enters its second century as a leading public school, we believe that beauty and tradition are not enough: our future vision for the School embraces change, uncertainty and the challenges that will face our pupils not just during their academic careers, but throughout the rest of their lives in a world which is increasingly complex and ambiguous. Within that volatile environment we see our pupils and staff as Change Makers. They will make a lasting impact not only while they are here at Stowe, but, perhaps more importantly, in the wider world. The history of this place, both as a stately home and as a pioneering school remains important to our mission of education, and at the heart of a Stowe education remains intellectual enquiry, academic curiosity and a love of learning. We strive for a balance of rights and responsibilities, equality and inclusion and to treat each pupil and member of staff as an individual. Our vision is inspired by a history of progressive thinking, and has been developed through collaboration with our pupils, parents, teachers, support staff, governors and alumni. Yes, we teach pupils how to excel in exams, but we also teach them how to collaborate, how to solve problems and how to think critically. Stowe is educating a generation of Change Makers ready to transform the world.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee wellbeing, provide opportunities for professional growth and we create a culture of community and partnership.

Key Tasks:

Executive Assistant Support

- Provide high-level administrative and PA support to the Group Director ICT.
- Manage the Group Director’s diary, appointments, meetings and travel arrangements where required.
- Monitor emails and correspondence, flagging urgent issues and helping to prioritise actions.
- Act as a first point of contact for internal and external enquiries, responding appropriately and professionally.
- Prepare agendas, collate papers, organise meetings and take accurate minutes as required.
- Track follow-up actions and help ensure deadlines and commitments are met.
- Undertake other duties reasonably required by the Group Director ICT.

ICT Department Administration

- Maintain accurate administrative records for the ICT department, including contracts, licensing, suppliers, service documentation and key departmental information.
- Support the coordination of ICT procurement, including raising purchase orders, tracking invoices and monitoring renewals.
- Keep departmental documentation, filing systems and shared records well organised and up to date.
- Assist with the administration of IT support workflows, including support tickets, ensuring information is updated and tracked accurately.
- Help coordinate contractor visits, documentation and administrative compliance requirements.
- Produce reports, schedules and general correspondence to support the work of the ICT department.
- Support the publication and distribution of departmental updates, notices and planned works.
- Maintain up-to-date departmental financial records and liaise effectively with the Finance Department.
- Create and circulate a regular ICT newsletter

Communication and Coordination

- Build positive working relationships with colleagues across the School/Group and act as a helpful point of contact for ICT administration.
- Ensure communication between ICT and other departments is timely, clear and professional.
- Escalate concerns, issues or urgent matters to the Group Director ICT promptly.
- Support wider departmental projects and administrative tasks as required.

Data Handling and Confidentiality

- Handle sensitive information with tact, professionalism and complete discretion.
- Maintain accurate records and ensure data is managed securely and appropriately.
- Support good practice in document control, data management and administrative compliance, including GDPR awareness.
- Support the Subject Access Requests (SAR) process.

Normal working hours are 8.30am–4:30pm Monday to Friday, with flexibility required to support meetings and events from time to time.

Person Specification: The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form		
Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Educated to level 3 or equivalent with good Maths and English results 	<ul style="list-style-type: none"> Degree
Specialist Skills and Experience	<ul style="list-style-type: none"> Excellent administrative and organisational skills. Previous experience in an office management, PA or coordinator role. Strong attention to detail and a high level of accuracy. Strong IT skills, including Microsoft 365 / Office applications, especially Outlook, Word and Excel. Experience of using SharePoint or similar document management systems. Ability to prioritise, work independently and manage competing deadlines effectively. Excellent written and verbal communication and interpersonal skills. Ability to handle confidential information with discretion and professionalism. 	<ul style="list-style-type: none"> Previous experience working in a school, education or multi-site organisation. Experience supporting a senior leader or director. Familiarity with purchase orders, invoices, supplier coordination or budget tracking. Experience of data administration, reporting or compliance-related record keeping. Awareness of safeguarding and GDPR responsibilities in an education environment.
Personal Qualities	<ul style="list-style-type: none"> Highly organised, trustworthy and dependable Professional, approachable and confident. Flexible, adaptable and willing to learn Resourceful, calm under pressure and able to use sound judgement. Possessing determination, drive, stamina and enthusiasm. Willing to consult, seek advice when appropriate and learn from experience. 	
This job description and person specification reflect the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder		
Date Agreed: April 2026		

Our Values



Value scales:

This value is the least important to the role	This value has some significance to the role	This value is desirable to the role but not essential	This value is important to the role	This value is essential to the role
1	2	3	4	5

In the role of IT Office Administrator & Executive Assistant to the Group Director ICT, we are looking for Change Makers who are (please highlight as appropriate):

Professional:	1	2	3	4	5
Creative Problem Solvers:	1	2	3	4	5
Kind:	1	2	3	4	5
Flexible:	1	2	3	4	5
Collaborative:	1	2	3	4	5
Communicator:	1	2	3	4	5