

## Job Description

### Executive Assistant to the Trust Executive Team

**Hours:** 35 hours per week, term time only

**Contract type:** Permanent

**FTE Salary:** Grade 7 Pt 26 - P 30. £37,280 - £40,777 per annum pro rata

**Actual Salary:** £31,172 - £34,096 per annum

**Responsible to:** The Executive Team and line managed by the Director of HR, Governance and Compliance

**Other main contacts of the role:** Other members of the Central Team, Members, Trustees, Local Governors, Headteachers, School staff, parents, external agencies, DfE, Local Authority.

## Main Purpose of Role

The main purpose of this executive assistant role is to provide high-level, comprehensive, and confidential administrative support to the Chief Executive Officer and other trust executive team leaders. This role is a proactive and integral part of the central trust team in developing effective communication across the trust and enabling the effectiveness of executive leaders to ensure the smooth strategic developments and operations of Connect Alliance Trust.

## Key Responsibilities

### Liaison and Communication:

- Develop and maintain strategic communication systems and processes with all stakeholders across the trust.
- Maintain the trust calendar and support the executive team with their correspondence, diaries and calendars as needed.
- Act as the primary point of contact and work collaboratively with senior leaders and various internal and external stakeholders, ensuring smooth and effective communication. Co-ordinate and communicate with the trust academies ensuring the smooth flow of information for central initiatives.

- Handle enquiries and schedule meetings with professionalism representing the interests of the trust.
- Deal with confidential and complex enquiries to the trust.

### **Marketing and digital platforms:**

- Lead, develop and maintain the trust website and trust marketing resources.
- Create and maintain a marketing and media strategy.
- Be responsible for the content creation and maintenance of digital platforms.
- Develop verbal and written communication initiatives of our trust achievements including brochures and newsletters.

### **Administrative and Strategic Support:**

- Act as office manager for the Head office proactively anticipate needs and implement solutions to ensure the smooth and efficient operation of the trust central function.
- Develop administrative processes, procedures, templates, and protocols, ensuring they remain fit for purpose as the organisation evolves.
- Provide efficient and comprehensive administrative support to the executive leaders to ensure the effective management and leadership of the trust.
- Provide training on central office integrated procedures on boarding and inducting new central team members.
- Manage and organise schedules, correspondence and key projects for the trust and executive leaders.
- Prepare reports, presentations, and data analysis to support trust and project objectives.
- Lead the coordination of trust meetings, networks, collaboratives and external partners meetings.
- Co-ordinate logistics such as room bookings/catering/hospitality/equipment for internal or external meetings, events and interviews.

### **Operational Support:**

- Oversee the procurement of office supplies, equipment and technology for the head office and ensure all purchase decisions adhere to the MAT's financial regulations and achieve best value. Manage and reconcile expense reports and invoices for the Head office.
- Manage, coordinate, and deliver a range of operational tasks.
- Play an active role in project management and events by coordinating meetings and events and driving follow up on key actions.
- Effectively use a range of IT packages as required to perform the duties of the post in the most efficient and effective manner.
- Have a high level of confidentiality, judgement and professionalism.
- Be able to build positive relationships at all levels.

- To actively promote the safeguarding of children and colleagues.
- To undertake other duties appropriate to the post that may be required from time to time.
- To perform any other duties as directed by the executive team.

#### **General:**

- To undertake training and continuous professional development as appropriate and remain up to date with the relevant legislation, policies, resources and technology.
- Proactively contribute to the effectiveness of meetings, knowledge sharing and strategic direction of the Trust.
- Proactively work towards meeting and upholding the Trust's Mission, Vision, Values and Standards.
- Keep up-to-date with current educational developments and legislation.
- To undertake all statutory functions relevant to the role and other duties appropriate to the grading of the post as required.
- Be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust including health and safety, equal opportunities, safeguarding, equality and diversity and data protection.
- Your employment will be based at the Central Team offices, but you may be required to work at any other premises occupied by the employer or any of the employer's schools as directed by the employer.

**Confidentiality** - During the course of employment this role will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation.

**Data Protection** - During the course of employment this role will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1998 and properly applied to pupil, staff and school business/information.

**Skills/Qualifications** - Please refer to the Person Specification for full details.

#### **Further Information**

- **Probation** This post is subject to a **6 month** probation period.
- **Pension** As an employer of the Local Government pension scheme, the post holder will be automatically enrolled in the Greater Manchester pension fund scheme.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Trust board to undertake work of a similar level that is not specified in this job description. The post will be based at Connect Alliance Trust Head office in Northenden Primary School. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. The job description is current at the date shown, but, in consultation with you, may be changed by the trust board to reflect or anticipate changes in the job commensurate with the grade and job title.

## Employee Specification: Executive Assistant

### Requirements of the post

	Essential	Desirable
Qualification / training	<p>Educated to Degree level or willingness to study towards one.</p> <p>Evidence of good spoken and written English including grammar, punctuation and spelling, and a good standard of numeracy to at least GCSE standard.</p> <p>Evidence of relevant and continued professional development.</p>	<p>NVQ4 or equivalent level of qualification preferably in Administration.</p> <p>IT qualifications.</p>
Knowledge and skills	<p>Excellent and positive team working and interpersonal skills.</p> <p>Exceptional communication skills and the ability to communicate effectively with a range of stakeholders.</p> <p>Ability to prioritise tasks effectively to meet deadlines and to reprioritise in response to changing needs.</p> <p>Understanding of the roles and accountabilities of others within the organisation.</p> <p>Ability to manage challenging situations calmly and consistently and to deal with confidential and sensitive issues responsibly and with discretion.</p> <p>Excellent organisational and time management skills, including the ability to organise own workload and that of others.</p> <p>Ability to work independently and autonomously with minimal supervision.</p> <p>Communicates organisational goals consistently to all stakeholders.</p>	<p>An understanding of the context in which schools operate and of their accountability.</p> <p>Good understanding of procedures and legislation relating to confidentiality including Data Protection.</p>

	Evidence of a commitment to promoting the welfare and safeguarding of children and young people.	
Experience	<p>Previous experience in executive/administrative support, including minute taking and accurate record keeping.</p> <p>Experience of successfully coordinating organisational projects.</p> <p>Experience of working and communicating with a diverse range of stakeholders.</p> <p>Experience of co-ordinating events.</p> <p>Experience of implementing, developing and maintaining effective administrative systems.</p> <p>Experience in using IT systems to coordinate shared working e.g. Google.</p> <p>Experience of marketing and using digital platforms.</p>	<p>Experience of working within an educational environment.</p> <p>Experience of management of a small budget and financial information</p>
Competencies and other skills required	<p>Contribute to a culture of high performance and ambitious expectations, demonstrating motivation and support for the vision and values of the Trust.</p> <p>Demonstrate a strong sense of professionalism, confidentiality and courtesy at all times.</p> <p>A reliable, enthusiastic and collaborative member of the team.</p> <p>A personal commitment to inclusion and diversity, creating a culture of respect and collaboration.</p> <p>Reflective and open to feedback, with a strong commitment to personal development for all staff including themselves.</p>	

	Willingness to travel to different trust premises for meetings as required.	
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