

Cathedral Schools Trust

Executive Assistant

Job description

Job title	Executive Assistant
Location	The Cathedral Schools Trust central office is currently based at St Katherine's School Pill, North Somerset in recently renovated office space on the school site. Typically this role will be split between the office, in one of our Trust schools or from home depending on meetings.
Salary / Working Hours	<p>SCP 28 - SCP 32 (1.0FTE £33,144.00 - £37,092.00)</p> <p><i>(This salary does not include any annual increase that may be awarded by CST Trustees for the academic year 2025/2026.)</i></p> <p>37.5hrs per week 8am-4pm Monday to Friday, all year round.</p> <p>Term term working, plus 3 additional weeks will be considered for the right candidate.</p>
Role Summary	<p>As an integral member of the Trust's Central Team, the holder of this role will provide professional, comprehensive and confidential organisational and administrative support to the Chief Executive and Deputy CEO of Cathedral Schools Trust.</p> <p>To lead on the administration of all educational aspects of the Core Leadership group and to support the operations team to provide wider administrative support for events and projects related to the work of the central team.</p> <p>To act as liaison between the central team leadership team and Trustees and Members and offer support for governance administration as required ensuring preparation for meetings is thorough and effective.</p> <p>Cathedral Schools Trust is currently in the process of discussing a potential merger with Trust in Learning Academies (TiLA). Should this go ahead this role will be essential in the smooth running of the new Trust. This role will play a key role in the development of the merger process and there will be an opportunity to work closely with key members of both Trusts as part of the project team. This will be discussed in more detail at interview.</p>

Responsibilities

- **Chief Executive (CEO) and Deputy CEO support:**

- Administrative, including support in writing papers, reports and presentations, managing travel arrangements, expenses, and general administration.
- Diary management, including arranging all internal and external appointments and liaising with internal colleagues and external partners to manage queries. Liaison with internal and external venues and making catering arrangements.
- Email management, including responding or redirecting emails appropriately. High levels of confidentiality required at all times.
- First point of contact for all Trust staff for communications with the CEO.
- Ensuring regular contact between the CEO and Members, Trustees, CST CLG, Headteachers and wider colleagues through line management meetings, regular contact meetings and other meetings as required.
- Organising and planning for internal and external Trust reviews
- Liaison and contact with external partners and contacts including DfE, other MATs locally and nationally and contacts within Bristol and other local authorities.

- **Organisational Support:**

- Arranging and attending weekly core leadership group (CLG) meetings
- Supporting the organisation of any Trust and central team events; assisting with office management of central team offices; supporting work linked to key strategic priority areas across the Trust as required
- Responsibility for administration of central educational meetings including arranging and attending monthly education leadership group meetings and regular Education and Standards committee meetings, including creating agendas, taking minutes and sharing and following up on any action points.
- Supporting key Trust recruitment e.g. Headteachers and central team roles.
- Act as liaison between the senior leadership team and board of Trustees and Members; lead on administrative

	<p>support for board governance meetings and offer general support as required.</p> <ul style="list-style-type: none"> o Support with project work as required including involvement in merger project team as directed by senior leadership team <p>• Legislative Support:</p> <ul style="list-style-type: none"> o Complying with data protection legislation, managing electronic and hard copy information and the archiving or disposal of documents in accordance with policy and procedures o Keeping up to date with relevant legislation, policies, resources and technology and undertake training and continuous professional development to support this. <p>General</p> <p>Promoting and safeguarding the welfare of children and young persons with whom you come into contact.</p> <p>Building effective and collaborative working relationships with internal and external stakeholders</p> <p>Note: <i>The duties outlined in this job description may be modified, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This document does not form part of your contract of employment with the school.</i></p>
Reporting to	Operations Manager
Safeguarding	<p><i>We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.</i></p>

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Person Specification

We are committed to creating an inclusive working environment. If you are excited about this role and can demonstrate many but not all of the areas below, we would encourage you to apply as you may just be the person we are looking for.

The listed criteria will be reviewed across the stages of our recruitment process, including application form, personal statement (within the application form), interview, references and certificates.

Skills and personal attributes:

(Personal competencies, qualities, attitude and behaviours that will allow you to perform effectively in the role, ensuring the safeguarding and welfare of children and young people)

Essential for this role:

- Ability to work methodically with good organisational skills, with the proven ability to prioritise and meet deadlines
- A high level of professionalism and integrity, maintaining confidentiality and providing reliable support to colleagues
- Proactive and self-motivated, with the ability to work independently and as part of a team

You are likely to have:

- Commitment to the values and mission of our multi-academy trust and the education sector
- A positive attitude, approachable, with a manner that encourages a climate for safe and trusting relationships
- The ability to work flexibly and be adaptable in a fast-paced and dynamic environment
- Excellent written and verbal communication skills, including attention to detail, accuracy and proof-reading skills
- A professional and co-operative manner working with colleagues and professional contacts
- Strong problem-solving skills, the ability to anticipate needs and proactively address issues
- Commitment to excellence and desire for continual improvement
- Commitment to safeguarding and promoting the welfare of children, young people and adults

Knowledge and qualifications:

(Professional, technical or academic qualifications that you have achieved relevant to this role)

You may have:

- Knowledge of the current education landscape, including multi academy trusts, local education services, Ofsted and an interest in the national picture for education

Experience:

(Please draw upon experience and achievements gained through paid employment, voluntary work or personal life experience relevant to this role)

You are likely to have:

- Experience of working on a number of tasks simultaneously and managing time effectively to maintain progress

You may have:

- Previous experience of offering confidential, administrative support at a senior executive level
- Experience of dealing with difficult enquiries and situations in a professional, proactive and helpful manner

Cathedral Schools Trust is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status. We particularly encourage applications from under-represented groups.

As part of our commitment to equal opportunities, we ask that all applications are made using our application form and are accompanied by an equal opportunities form. The equal opportunities form is anonymous and is not shared with the shortlisting panel.