



Job Description: Executive Assistant

Mission and Values

“Helping people living in extraordinary circumstances to live ordinary lives”

Values

Purposeful

We aim to achieve our vision by acting with purpose.

Reflective

We are solution-focused practitioners who continuously reflect on our practice and stay up-to-date with new developments.

Genuine

We act with authenticity, honesty and transparency. We value diversity & inclusivity and care deeply about our families & colleagues.

Aspirational

We strive for excellence and add value to people's lives. We are brave and take risks.

Joyous

We are passionate about learning and take pride in the achievements of our children, young people and staff across the Trust.

Job Purpose

As Executive Assistant, you will provide high-level strategic and operational support to the CEO and Trust Executive Team, enabling them to drive excellence across the Kingsley Learning Foundation Trust

Key Responsibilities

Executive Support

- Provide proactive, confidential, and high-quality administrative support to the Executive in line with the Trust's values.
- Prepare accurate minutes, briefings, reports, and presentations that reflect the Trust's strategic priorities and promote clarity for leaders and stakeholders.
- Manage the Trust website, ensuring compliance and appropriate content.
- Compile board/committee papers in liaison with Governance professional.

- Conduct research as required by executive team.
- Act as a trusted conduit between the Central Team, school leaders, governors, and external partners—ensuring communications are timely, supportive, and aligned with Trust culture.
- Support Trust-wide projects that enhance systems, school improvement, staff wellbeing, and organisational effectiveness.
- To support on the robust management and resolution of complaints in accordance with the Trust’s policy.
- To act as the primary liaison for the Standards Committee and Trust Board, providing strategic oversight of complaints trends and ensuring statutory compliance.
- Lead on media handling, press releases, and crisis communications to protect and enhance the Trust’s reputation.
- Manage calendars, correspondence, and meeting schedules to support smooth executive operations across all schools.

Stakeholder Engagement, HR & Collaboration

- Promote the Trust’s vision of working together while recognising individual school identity and appropriate autonomy.
- Facilitate communication that strengthens shared understanding, aligns systems, and enhances the sense of being part of one Trust family.
- Partner closely with SBMs (School Business Managers) to provide hands-on guidance through sensitive people-management processes, offering dedicated support for grievance, disciplinary, and capability cases.

Culture and Organisational Development

- Model the Trust’s values and maintain a collaborative and evaluative approach to professional growth.
- Contribute to a culture of support, positivity, and professional growth for all staff.
- Help communicate changes and improvements in a way that encourages engagement and reduces barriers.
- Support the development of systems and processes that improve the experience of staff and pupils across the MAT.



Commitment to Safeguarding Children

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Having awareness of the school safeguarding policy and procedures regarding child protection.
- Become aware of the signs and symptoms of abuse by attending relevant safeguarding training

Person Specification: Executive Assistant

CRITERIA	ESSENTIAL QUALITIES	DESIRABLE QUALITIES
Qualifications and training	<ul style="list-style-type: none"> Educated to A-Level standard or equivalent Evidence of continued professional development 	<ul style="list-style-type: none"> Degree-level qualification Qualification in HR, PR and Governance Support
Experience	<ul style="list-style-type: none"> Significant experience as an EA, PA, or senior administrator Experience supporting senior leaders Experience producing high quality written materials (reports, briefings, correspondence) Experience managing internal and external communications Experience handling confidential information with discretion 	<ul style="list-style-type: none"> Experience working in a Multi Academy Trust or educational setting Experience with media relations, press handling, or crisis communication Experience supporting governance or board-level committees
Skills, knowledge and understanding	<ul style="list-style-type: none"> Excellent verbal and written communication skills Strong organisational and time-management skills Ability to work under pressure, manage competing deadlines, and prioritise effectively Highly proficient in using Microsoft and digital communication tools Strong attention to detail and ability to produce accurate, polished documentation Ability to build positive working relationships at all levels Knowledge of GDPR and data protection principles 	<ul style="list-style-type: none"> Understanding of statutory education requirements and MAT governance Knowledge of managing website, social media management and brand consistency
Personal qualities	<ul style="list-style-type: none"> Professional, approachable, and able to represent the Trust with integrity 	<ul style="list-style-type: none"> Interest in education, community

	<ul style="list-style-type: none">• Discreet and trustworthy with sensitive information• Proactive, solutions-focused, and able to work independently• Flexible and adaptable in a fast-moving environment• Commitment to equality, diversity, and inclusion	engagement, and Trust improvement
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