



Midsomer Norton
Schools Partnership

Job Title: Executive Assistant to CEO & Central Senior Leadership Team

Grade: 7-8 (depending on experience)

Responsible to: Trust Admin Lead

Location: Trust Central Offices

Hours of Work: 37 hours per week (8.30am - 4.30pm Monday to Thursday, 8.30am to 4.00pm on Friday) Term Time, plus inset days plus 20 additional days to be worked during school closure periods (at least 10 of these will be during the summer holiday)

JOB PURPOSE

Provide high-level, confidential administrative and strategic support to the CEO and executive team of a large, successful Multi Academy Trust. Take ownership of executive administration, ensuring efficiency and professionalism while supporting the development and implementation of central procedures and operations. The role requires strong organisational skills, the ability to manage multiple diaries and deadlines, and a proactive approach to problem-solving in a fast-paced environment.

Under the direction of the Trust Admin Lead, provide additional capacity, expert attention to detail, strong communication, and high-level administrative facilitation to support the effective functioning of the Trust.

MAIN DUTIES AND RESPONSIBILITIES

According to the requirements of the Senior Central Team, undertake any of the following duties and responsibilities as directed/requested by the Trust Admin Lead, CEO or other member of the Senior Central Team.

- Provide high-level PA and Executive support to the CEO - proactively managing their demanding schedule. This includes handling complex and frequent changes, resolving scheduling conflicts and ensuring key deadlines and commitments are met efficiently as possible. Responsibilities also encompass coordinating travel arrangements and managing expenses.
- Oversee complex diary management of regular meetings for members of the Senior Leadership Team, ensuring they align with Trust systems and procedures, including expense management.
- Keep up to date with legislative updates to ensure accurate and timely guidance is provided to senior staff and schools
- Support for confidential matters with discretion and professionalism;
- Support for project work as required under direction of the Trust Admin Lead;
- Meeting arrangement, attendance, minute taking and tracking actions items for execution;

- Development and improvements to central systems and structures to support growing operations, including head office implementations in line with the Trust Admin Lead;
- Annual policy checks and compliance support under direction of the Trust Admin Lead;
- Deputisation and guidance to other admin team members in the absence of Trust Admin Lead;
- Act as the strategic 'gatekeeper' and conduct professional central communications on behalf of the CEO, Senior Leaders and Central Office; manage the CEO's time and priorities effectively
- Coordination and collation of Senior Leaders documentation from school visits;
- Coordinate and provide support to schools transitioning into the Trust including, managing administrative document transfers, facilitating communications and staff meetings etc.
- Prepare professional documentation, reports and correspondence, including confidential material for the CEO and members of the Central Senior Leadership Team.
- Manage a wide range of high level administrative support functions including preparation of draft board documents, letter preparation, parental & employee communications, confidential filing, photocopying, diary management and other administration for the CEO and Central Senior Leadership Team.
- Schedule and prepare agendas, collate supporting papers and circulate for Trust wide termly meetings i.e. headteachers, chairs, SEND, etc. Preparation of minutes and circulation. Attending meetings where required and ensuring actions are followed up and executed.
- Work with all members of the executive support team to maintain and develop effective administrative systems to ensure a high level of confidentiality and efficiency.
- Work with all members of the executive support team to develop and improve systems, policies and initiatives in line with the Trust development plan.
- Support the Trust Admin Lead and take a proactive approach in updating and developing Trust policies/procedural documents to ensure schools are compliant by keeping these up to date and statutorily compliant.
- Support Central Senior Leadership Team and lead on administration and co-ordination of cross CPD events and insets.
- Support the Trust PA/Admin Lead with the provision of new systems and procedures as required to support operation growth. This includes ensuring the admin portal page is up to date and current.
- Handle telephone inquiries and calls for the Trust, providing professional responses, offering solutions where possible, and passing on when appropriate.
- Take the lead on the direction of email traffic, send suitable holding emails, forward to relevant central staff and provide solutions or suitable responses to internal and external enquiries (monitoring of central mail box and associated communications).

- Support the Trust PA/Admin Lead with logging, collation and responses to Subject Access requests, Freedom of Information requests and complaints.
- Manage the weekly Trust circular - ensuring accuracy of content, circulation and key messages are included.
- Provide high level administrative support and/or advice to schools to embed Trust processes and template documentation. This may include visiting schools to offer support/capacity where required.
- Have an awareness of the Educational landscape and its implications for planning meetings and the impact on the work of the CEO and Central Senior Leadership Team.
- Support the Senior Team with the School Improvement portal pages - provide support to ensure these are maintained, current and developed regularly for sharing information.
- Support the management of statutory and non-statutory content on the Trust website – Ofsted reports, images, contact details etc.
- Assist in ensuring a safe environment within the Trust giving support to the Trust Admin Lead and other Senior staff and reporting Health and Safety issues to the CEO, Trust Admin Lead or other authorised person.
- Deputise in the absence of the Trust Admin Lead to support other members of the admin team to ensure deadlines and responsibilities are complete.
- Undertake other relevant duties as requested by the CEO, Senior Central Team or Trust Admin Lead which are commensurate with the post.

Additional Information:

This job description outlines the key responsibilities and duties of the role but is not an exhaustive list. The postholder may be required to undertake other duties in line with the level and nature of the post as directed by the Trust Admin Lead or Senior Leadership Team.

Physical Effort & Working Environment

The postholder will not be exposed to objectionable, uncomfortable or noxious conditions over and above what would normally be experienced in a day to day office environment. The postholder will not be expected to undertake any physical effort/strain over and above what would normally be incurred in a day to day office environment.

Person Specification

It is expected that you will possess the following attributes:

Essential
A minimum of 5 years previous executive level/PA experience
GCSE grade 4 or above (or equivalent) in English and Maths
Educated to A' level or the equivalent level
Experience of working as part of a team in a busy office with a strong proactive approach
Ability to work effectively within and between teams to achieve common objectives
Managing demanding workload with conflicting priorities
Maintaining and managing accurate electronic records
Experience of using management information systems
High standards of accuracy and attention to detail
Good written and verbal communication skills including confident minute taker
Good IT Skills (Google and MS Office. Must possess fast and accurate keyboarding skills
Good organisational, time management and customer service skills
Good interpersonal skills, confident and professional telephone manner
A team player with a positive outlook and strong work ethic
The ability to use own initiative and know when to seek advice
Well organised and able to plan and prioritise own workload
Acts with professional integrity at all times
Committed to high standards of quality
Ability to work under pressure
Ability to develop and maintain strong, effective and professional working relationships
Flexibility in working hours when necessary
Flexible and receptive to change
Treat people fairly and respectfully
Solution focussed approach to problem-solving
Positive attitude to change
Keenness to develop role and support the growth of the Admin operation.
Desirable
Experience of working in an educational environment
Experience of working in a confidential environment and with documentation of a sensitive and confidential nature.
Experience of developing protocols, processes and procedures
Data protection, GDPR understanding and knowledge

OTHER INFORMATION

The Midsomer Norton Schools' Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check is required prior to appointment.

The postholder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.

The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

This job description only contains the main accountabilities relating to the post and does not describe in detail all of the duties required to carry them out.

Post Holder:

Name:

Signature: _____

Date: _____