



POST TITLE: Executive Assistant to Chief Executive (CE) and Director of Education (DoE)	GRADE: 8 Points 27-30
RESPONSIBLE TO: CE	
DATE: February 2021	

Responsible for Some central office staff

Key liaisons Multi Academy Trust central team
 School headteachers and their leadership teams
 Trustees
 School governors
 Principals' PAs
 External partners e.g. RSC, Ofsted, DfE, LA

Hours of Work Full-time, 37 hours per week - All Year Round

Purpose of role

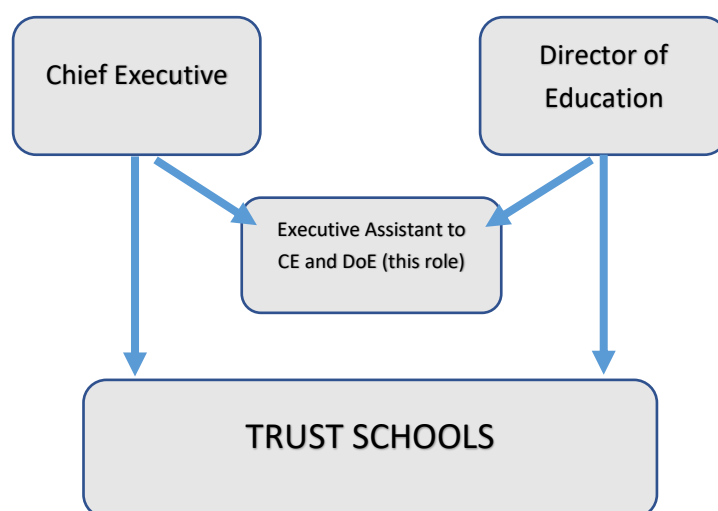
To proactively provide a full and comprehensive Executive Assistant service to the Trust Chief Executive and Director of Education. This includes full administration responsibilities, confidential secretarial support, project management, overseeing delivery of the Trust's communications plan, assisting the CE and DoE in carrying out their roles efficiently and effectively.

Duties

- Provide a full personal secretarial, organisational and administrative support service to the CE and DoE, including responsibility for maintaining confidential records and for other support to ensure the efficient running of the Trust
- Proactively maintain and monitor the CE and DoE's electronic diaries, co-ordinating appointments and ensuring overall effective allocation of time
- Manage the CE and DoE's emails and communications on the Trust website and other platforms, ensuring CE and DoE messages and content are accurate, relevant and up to date
- Act as the first point of contact for all organisations and persons having business with the CE and DoE; receive visitors on behalf of the CE and DoE and provide refreshments as required
- Exercise judgement in dealing with the CE and DoE's correspondence and telephone calls, responding to routine enquiries and drafting correspondence for the CE and DoE's approval
- Provide secretarial and administration assistance to the CE and DoE in work relating to the Trust Board, liaising with the Chair of the Board and other trustees, working closely with the Clerk to the Board
- Assist with the co-ordination and delivery of Trust events such as the annual conference and high profile visits
- Organise travel and accommodation arrangements for the CE and DoE as appropriate

- Proactively manage the CE and DoE's communications on social media
- Provide support for a range of meetings, including the timely production and circulation of agendas and minutes, the noting of action points and following these up
- Prepare reports, compile and collate papers, information and statistics for meetings
- Provide the organisational and administrative support for meetings chaired by the CE and DoE, including minute taking if required
- Be conversant with the CE and DoE's workload and actively support them in discharging their role
- Act on initiative in ensuring the CE and DoE have sound background knowledge of organisations, events, activities and individuals to assist them in their communications and interactions
- Lead on projects and initiatives as directed by the CE and DoE
- Contribute to the development and continuous improvement of administrative processes across the central team
- Develop excellent working relationships with all internal and external stakeholders
- Line manage some central office staff as directed
- Co-ordinate the implementation and provide quality assurance of the Trust's communications plan, including regular staff and parent newsletters and ad hoc stakeholder communications as required

Structure



Data Protection and Safeguarding

- Work within the requirements of Data Protection at all times
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concern
- Remain vigilant to ensure all students are protected from potential harm

General: The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.

- The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.

<https://www.gov.uk/government/collections/dbs-filtering-guidance> '

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Wellsway Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. For this post prior to appointment, Wellsway Multi Academy Trust will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification - Executive Assistant to CEO	Essential (E) or Desirable (D)
Education	
NVQ Level 3, A level or equivalent qualification	E
Qualified to degree level or equivalent experience	E
Experience	
Evidence of suitability to work with children and young people	E
Experience of providing high level support at Director, CEO level or equivalent	E
Proven experience of servicing meetings including taking concise and accurate minutes	E
Ability to work flexibly and with autonomy	E
Proven experience of managing a busy office	E
Exceptional all-round administrative skills, including the ability to evaluate and contribute to the continual improvement of systems	E
Project management	E
Experience in an education setting	D
Behaviours	
Ability to deal with sensitive information with the utmost discretion and to maintain confidentiality at all times	E
Ability to work on own initiative, proactive	E
Efficient, supportive and helpful	E
High professional personal standards of performance; takes pride in own work	E
A team player with an enthusiastic, positive attitude	E
Positive attitude to change	E
Skills	
Strong ICT skills including proficiency in the full suite of Microsoft programmes	E
Outstanding interpersonal skills with the ability to develop and nurture excellent working relationships with a wide range of stakeholders	E
Outstanding communication skills with the ability to communicate confidently, intelligently and effectively both verbally and in writing with a range of stakeholders	E
Ability to prioritise a demanding workload	E
Excellent planning and organisational skills	E
Exceptional time management	E
Attributes	
Proactive, solution focussed approach to problem solving	E
Motivated and resilient	E
Committed to the Wellsway Multi Academy Trust aims	E
Committed to Equality and Diversity	E
Committed to own continuing professional development	E
Other	
Occasional work outside normal working hours - prior notice given	E
Good sense of humour	E