

Executive Assistant Job Description:

Job Summary:

The Executive Assistant will be required to provide the Chief Executive Officer (CEO) with professional and highly organised support whilst adhering to the highest levels of discretion and diplomacy. They will:

- Play a pivotal role in managing their time and be a main point of contact for internal and external individuals and/or organisations.
- Work independently, managing own workload whilst recognising when it is appropriate to seek advice or assistance.
- Deal with matters of a highly confidential nature.
- Provide comprehensive, responsive and efficient support to the CEO.

Main Duties and Responsibilities:

Communication:

- Proactively manage the CEO's communications, initiating and taking action independently, bringing urgent matters to the attention of the CEO and using own initiative in making decisions and referring to others when appropriate.
- Support the CEO to deliver on key priorities by liaising confidently with internal and external stakeholders via excellent interpersonal skills.
- Be the first point of contact in the CEO office and deal with callers and visitors in the most appropriate manner.
- Respond to all queries, correspondence (including sensitive information) and telephone calls in a timely and professional manner.
- Deal with incoming and outgoing mail and emails, drafting replies where appropriate, linking with previous and/or related correspondence, obtaining further information as and when necessary and initiating enquiries.

Information Management/Executive Assistant Support:

- Manage and maintain a complex diary for the CEO, ensuring actions are followed.
- Arrange any travel and accommodation arrangements for the CEO.
- Ensure that the CEO is appropriately briefed in advance of scheduled meetings/events – responsibilities to include:
 - Obtaining briefings from senior staff within the Trust and other sources.
 - Gathering and extracting information from a range of sources.
 - Writing briefings as directed.
- Liaise with Headteachers, Trust Board, members of the Trust Central Team and outside bodies on behalf of the CEO as requested.
- Maintain an effective 'bring forward system' ensuring that the CEO receives papers at appropriate times, that deadlines are adhered to, and action is taken as appropriate.
- Manage and provide comprehensive support in meetings as required by the CEO. This to include:
 - Organising and disseminating papers prior to the meeting.
 - Taking minutes or comprehensive notes and actions.
 - Distributing minutes.
 - Following up on post-meeting actions.

- Co-ordinate the rolling programme of performance and development reviews and 1:1 meetings with other members of the Central Senior Leadership Team, and Headteachers.
- Establish and maintain effective, accurate and, where appropriate, confidential electronic filing systems.
- Provide support to the CEO's direct report when required.

Event and Project Management:

- Undertake event and project management and organisation on behalf of the CEO as required.

The main duties and responsibilities are not intended to be exhaustive. As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by line manager in consultation with the post holder. In these circumstances, it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Signed: Date:
Executive Assistant

Signed: Date:
Chief Executive Officer