



Cathedral Schools Trust
Executive PA and Administrator
Job description

Job title	Executive PA and Administrator
Salary and working pattern	<p>SCP 19 - SCP 24 (£24,877 - £28,487) 1 FTE Permanent</p> <p>Full time, 37.5hrs per week across 5 days all year round</p> <p>Flexibility in hours and weeks worked including on a term time only basis considered for the right candidate.</p>
Location and working environment	<p>The Cathedral Schools Trust central office is currently based at St Katherine's School Pill, North Somerset in recently renovated purpose built office space on the school site. Typically this role would be based 2 days per week in the office or in one of our schools and 3 days per week from home. There will be a requirement to attend meetings from 8am at times although not necessarily in person.</p> <p>Work is mainly in a busy, open plan office environment with frequent use of IT and telephone. There are often several competing deadlines occurring at a given time – the successful candidate will be able to prioritise effectively, ensuring no deadline is missed.</p> <p>There will also be regular and frequent face to face contact with Trustees, Headteachers, other staff, students and members of the public. Other duties will require the post-holder to support the wider administration of the Trust at key points in the year.</p>
Role Summary	<p>To provide efficient administrative support to the Chief Executive and Director of Education of Cathedral Schools Trust, as well as other members of the Core Leadership Group as required.</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>
Start date	1st September 2024

Duties

Responsibilities of the role

Executive PA

- Provide administrative support to the Chief Executive and Director of Education including support in writing papers, reports and presentations. Also includes managing travel arrangements, expenses, and general administration.
- Diary management of the Chief Executive and Director of Education, including arranging all internal and external appointments and liaising with internal colleagues and external partners at a high level to manage queries. Liaison with internal and external venues and making catering arrangements.
- Work with the operations team to set annual format and dates for meetings and create effective annual calendar
- Arranging and attending weekly core leadership group (CLG) meetings
- Responsibility for administration of central educational meetings including arranging and attending fortnightly full, primary and secondary headteacher meetings; monthly education leadership group meetings and regular Education and Standards committee meetings. This will include, but not be limited to, creating agendas, taking minutes and sharing and following up on any action points.
- Ensure regular contact between Chief Executive and Director of Education with Members, Trustees, CST CLG, Headteachers and wider colleagues through line management meetings, regular contact meetings and other meetings as required.
- Liaison and contact with external partners and contacts including DfE, other MATs locally and nationally and contacts within Bristol and other local authorities.
- Responsibility for the Chief Executive and Director of Education email inbox and dealing with emails appropriately via responses or redirecting to other staff members. High levels of confidentiality required at all times.
- Support with communications for wider Trust projects.
- First point of contact for all Trust staff for communications with the Chief Executive and Director of Education.
- Additional administrative support for the wider team if required as directed by the line manager.

Administrator

- Support with key Trust recruitment e.g. Headteachers and central team roles.
- Organising and planning for internal and external Trust reviews

	<ul style="list-style-type: none"> ● Supporting the operations team with the organisation of annual Trust Autumn Conference and Trust concert and other adhoc projects, events and priority areas across the Trust as required. ● Administrative support for all internal CPD courses ● Administrative support for central team colleagues for Initial Teacher Training programme. ● Administrative support for Primary and Secondary INSET days. ● General administrative support and note taking as required ● Support for operations team with office management of central team offices
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>

Notes:

The duties outlined in this job description may be modified by the Trust , 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.

Cathedral Schools Trust 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. We welcome applications from people of all backgrounds, but particularly welcome those from BAME backgrounds, as we recognise that our staff team does not currently reflect the diversity of our student body.

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.