



Recruitment Pack

Executive Personal Assistant



About us:

This is an extremely exciting time to be joining the St Francis CMAT, currently housing 13 schools and set to grow to 24 schools in line with the Bishop's vision for education in the Diocese of Hallam.

Contact us:

☎ 01709 914070

🌐 www.stfcmat.com

✉ admin@stfranciscmat.com

📍 The Old Grammar School, 13 Moorgate Road,
Rotherham S60 2EN



Position: Executive Personal Assistant

Contract: Full time, permanent

Start Date: March 2025

Salary: Band H (£34,314 - £37,035)

Deadline: Monday 24th February 2025 at 9am

Interviews: Week commencing 24th February 2025

We are looking to recruit a highly skilled, motivated and experienced Executive PA to support the leadership of St Francis Catholic MAT. This is a truly exciting time to be joining St Francis as a new Catholic Trust of 13 schools, growing to 24 schools in line with the Bishop of Hallam's vision for education.

We are at the start of our journey to create a community of schools who come together to share and develop practice to form an outstanding provision of education for our young people. The successful candidate will have exceptional organisational and administrative skills with which to support our Central Trust team. We require someone who is meticulous in their attention to detail, forward thinking and takes initiative to ensure the very best of standards.

Whilst the Trust serves schools across South Yorkshire, this role will be predominantly based in our Trust Headquarters in Rotherham with the need to visit our schools across the Trust from time to time.

We welcome interested applicants to make contact with us to discuss the role and ask any questions that you may have before taking the decision to apply. Should you wish to do so, please contact Michelle Wild on m.wild@stfranciscmat.com to arrange a telephone conversation with the Executive Team.

How to apply:

Please visit <https://stfcmat.com/vacancies/> for an application form. Please send all completed application forms and documentation to recruitment@stfranciscmat.com by the closing deadline of Monday 24th February at 9am.



Job Description

Executive PA

Key Responsibilities

General

- To play a full part in the life of the Trust community, to support its mission and ethos and to encourage staff and students to follow this example.
- Participate in the Trust Appraisal process and undertake professional development as required in line with the post.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Trust and establish constructive relationships with nominated schools and other agencies as appropriate to the role.
- Actively promote the school and Trust's policies.
- Be courteous and provide a welcoming environment.

Statutory compliance

- Support the CFO in the role of Company Secretary.
- Lead on internal HR functions including recruitment procedures and statutory checks.
- Work alongside external partners such as the Trust legal team and DPO to ensure compliance and the meeting of statutory responsibilities of the Board and the Executive Team.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.

Headquarters and Organisation Management

- Manage the day-to-day operations of the Executive Team, providing effective and efficient administrative support for the ET and other members of the trust leadership team.
- Proactively manage the Trust diaries
- Co-ordinate and deal appropriately with all incoming correspondence via email, telephone and letter. Respond on the ET's behalf in dealing with routine matters and undertake investigation into more complex issues in order to provide a briefing or draft a response.
- Travel with the Executive Team to meetings as necessary.
- Work with all members of the Board and Executive Team to proactively arrange regular Trust meetings mapping out complex cross diaries a term / year in advance.
- Organise travel arrangements nationally to ensure value for money and best use of time.
- Prepare, produce and oversee itineraries, agendas and reports to support the Trust both operationally and strategically
- Attend meetings and record minutes as directed by the Executive Team.
- Prepare and track actions and follow up on outstanding actions in advance of meetings.
- Oversee the operation of the Trust office, book meeting rooms, welcome visitors, arrange hospitality and ensure adequate supplies at all times.
- Overseas all postal matters including, franking, couriers and sufficient stock
- Undertake general office duties e.g. hospitality, typing, filing, faxing and photocopying and scanning.
- Monitor a number of trust mailboxes, ensuring emails are acknowledged and forwarded in a timely manner.
- Respond to communications on behalf of the Executive Team, signposting queries and issues to initiate appropriate action in order to ensure a timely response.
- Organise and arrange events for the Executive Team.



Communication and PR

- Oversee the Trust communication strategy promoting excellent interface with stakeholders over the phone, online and in person.
- Ensure websites are current and updated frequently with news stories and social media posts are regular, appropriate and informative.
- Ensure strict confidentiality is demonstrated when dealing with sensitive issues, applying professional judgement and discretion at all times.
- Prepare correspondence and other documentation within brand guidelines, proof read to the highest standard and deliver within appropriate timeframes, ensuring deadlines are always met.
- In line with the trust marketing plan, provide an effective communications and marketing service. Ensure key messages are shared with external stakeholders, such as potential trust members, parents and external groups.
- Build effective and collaborative working relationships with internal and external stakeholders sharing best practice and knowledge.

Reports and Analysis

- Research and collate statistics, create presentations and collect information.
- Prepare reports, analysis and commentary as requested by the Executive Team.
- Work with all members of the Executive Team to develop and improve systems, policies and initiatives in line with the Trust development plan.
- Have an awareness of the educational landscape and its implications for the work of the Trust Board and Executive Team.

Governance Support

- Ensure highly efficient, accurate and professional clerking to the Trust Board.
- Research, select and participate in training for Directors to maximise efficiency and skill of Trust Board.
- Ensure high level knowledge of governance and Trust leadership in order support Directors in their roles and training.
- Coordinate the support for LACs and ensure a high-quality suite of training and development to enable them to enact their roles.

Safeguarding

- Contribute towards the Trust's strategic approach to safeguarding and inclusion.
- Undertake regular safeguarding training as required and ensure statutory and Ofsted requirements for safeguarding are met.
- Be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Chief Executive Officer, Chief Finance Officer or Trust Board. This job description will be kept under review and may be amended via consultation with the individual, Chief Executive Officer or Trust Board.



Person Specification

Qualifications and Training	Essential / Desirable
GCSE or equivalent level, including at least a grade 4 (grade C) in English and mathematics	Essential
Experience	
Carrying out administrative and secretarial tasks	Essential
Dealing with face-to-face and telephone interactions	Essential
Working with children or young people	Desirable
Working and collaborating within a team	Essential
Skills and Knowledge	
Good oral and written communications skills	Essential
Ability to plan, organise and prioritise to meet deadlines	Essential
Ability to produce meeting minutes and documents of a high quality	Essential
Ability to use own initiative and take action accordingly	Essential
Ability to use IT packages including word processing, spreadsheets and presentation software	Essential
Excellent attention to detail	Essential
Ability to build effective working relationships with colleagues	Essential
Ability to use relevant office equipment effectively	Essential
Ability to respond quickly and effectively to issues that arise	Essential
Understanding of data protection and confidentiality	Essential
Understanding of safeguarding	Essential
Personal Qualities	
Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	Essential
Commitment to a team approach; exchanging ideas and providing support to colleagues where needed	Essential
Commitment to maintaining confidentiality at all times	Essential
Embraces change well	Essential
Patient, flexible and adaptable, meticulous and conscientious	Essential