

## PA to CEO and SLT

### Job Description

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| <b>Post title</b>           | <b>PA to CEO and SLT</b> |
| <b>Reports to</b>           | <b>CEO</b>               |
| <b>Location of the post</b> | <b>Trust</b>             |
| <b>Pay</b>                  | <b>NJC Grade 8</b>       |

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#### Main Purpose of the Post

The job holder for this post will set the standard for support to the CEO and Senior Leadership Team. They will have very good communication skills, be adept at using emotional intelligence to anticipate issues before they arise and then have excellent research and organisational skills to deal with the issues. They will also have an excellent understanding of the way the Academy works and the key issues of the moment.

They will work to ensure the CEO and Senior Leadership needs are met efficiently and effectively. This will require them to effectively use their own judgement and initiative, while making sure the CEO and Senior Leadership Team is kept fully informed as to progress.

Success will be in getting things right first time, whether that is no clashes in diary management, rapid and full response to callers, or giving visitors first class experience of meeting in this office.

#### Main Duties and Responsibilities

1. Provide a confidential and personal service to the CEO and Academy Senior Leadership Team (SLT) which will involve working in different locations across the Trust.
2. Provide secretarial and administrative support.
3. Screen correspondence on behalf of the CEO.
4. After discussion, to draft, as appropriate, outgoing correspondence and documents that are directly the responsibility of the CEO.
5. Arrange meetings and take minutes or notes as appropriate.
6. Ensure that matters arising from meetings are dealt with within the agreed timescales.
7. Collate relevant information for key documents.
8. Maintain accurate filing and storage of documents.
9. Ensure the CEO is briefed for all meetings and the relevant minutes and documentation is readily available.

10. Maintain the CEO's diary; arrange travel and appointments as necessary.
11. Support the CEO and SLT in the organisation and detailed planning of special events.
12. Prepare reports as required and reply to requests for information.
13. High quality hospitality to the CEO's visitors and those seeking to communicate with him/her.
14. Ensure effective communication throughout the Academy and its community.
15. Works under direction from the CEO on more complex issues, provides advice and guidance to staff/Head/Trust and Governing Body as appropriate.
16. Contribute to the aims of the Academy.
17. Support the CEO and SLT in the development of publicity and marketing ensuring a positive image across the Academy is promoted.
18. Support the CEO in the active forward planning, management and follow up of leadership meetings and projects.
19. Assist with and manage ad-hoc projects from conception to completion, monitoring schedules, budgets and project targets and ensure systems are in place with sufficient time to meet deadlines.
20. Responsible for the links between the CEO, LA, DCFS, Trust, Governors and other outside agencies
21. Accept flexibility in working arrangements and the allocation of duties, especially in relation to working hours which will normally be between normal working hours but which may necessitate some evening/weekend work.

HCAT are committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 so is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

HCAT provide front line services, which recognise the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with HCAT Policies and Procedures.

HCAT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.

HCAT requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the schools overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the school's Health and Safety policy.

## Responsibility

### **1. Responsibility for Staff:**

### **2. Responsibility for Customers/Clients:**

The postholder will work closely to develop and maintain positive professional relationships with key stakeholders, such as Governors, Trust Members, and other Headteachers. Liaising with other schools, Academies and outside agencies.

### **3. Responsibility for Budgets:**

No direct budget responsibilities but will ensure that spending to support the CEO and Senior Leadership Team is efficiently undertaken.

### **4. Responsibility for Physical Resources:**

Maintains general filing systems including client enquiry files, Academy/Trust meetings.

Highly confidential data/information.

Fixed and mobile technology, including secure data transfer devices on and off site.

## Contacts and Reason for the Contact:

### **1. Within School/trust**

Regular liaison with colleagues and peers in various sections across the Trust.

Trust Members and Governing bodies and their support staff.

Internal service providers.

Liaison with other Headteachers, Business Managers, Finance/Admin Managers etc.

### **2. With Local Authority**

Occasional liaison with Local Authority where applicable.

### **3. With Other External Bodies**

Including the public, DCFS, external contractors/suppliers, parents/carers, ONE HULL partners, Government Departments and other agencies where applicable.

## Risks to health

Physical Demands - not applicable

Working Conditions - Not applicable

Emotional Demands – Not applicable

## Person Specification

The person specification should be agreed in advance of the advert being placed and should specify criteria that will be used to decide the best candidate for the post. The selection process should be designed to test all of the requirements including questions, tests, presentation etc.

| CRITERIA - headings and details for this post | ESSENTIAL  | METHOD OF ASSESSMENT*                                      | DESIRABLE | METHOD OF ASSESSMENT* |
|---|--|--|-----------|-----------------------|
| QUALIFICATIONS                                | <p>RSA III typing/Word Processing/Text Processing/Document Presentation or equivalent.</p> <p>Certificate/level IV or equivalent in a relevant discipline and excellent numeracy/literacy skills.</p> <p>Degree in relevant subject or equivalent knowledge, skills, qualifications and experience.</p>  | <p>AF</p> <p>AF</p> <p>AF</p>                              |           |                       |
| EXPERIENCE                                    | <p>Significant experience of providing PA senior level support in a complex and fast moving office, including examples of anticipating and dealing with issues.</p> <p>Evidence of identifying and resolving critical and conflicting issues and demands.</p> <p>Examples of establishing and maintaining information management and effective admin systems.</p> <p>Experience of report writing and minute taking.</p> <p>Experience of delivering minutes and other written materials that are correct the first time (showing therefore an</p> | <p>AF</p> <p>AF, I</p> <p>AF, I</p> <p>AF, I</p> <p>AF</p> |           |                       |

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|           | <p>understanding of the subject and preparation for the meeting etc).</p> <p>Experience in undertaking research projects and presentation of finding.</p> <p>Experience of using a wide range of software i.e. SIMS.</p>   | <p>AF</p> <p>AF, I</p>   |  |  |
| KNOWLEDGE | <p>Working knowledge of policies, procedures, codes of practice, legislation relevant to the Academy and the ability to interpret advice/statute as necessary.</p> <p>Broad knowledge of sources of research information both from within and outside the Academy.</p> <p>Broad understanding of the strategic and corporate issues affecting and influencing the Trust.</p> <p>Full knowledge of relevant policies, procedures, codes of practice and legislation.</p> <p>Developed understanding of a broad range of office systems and ICT solutions.</p> <p>Knowledge of relevant software i.e. SIMS, Word, Excel, Database, Powerpoint etc.</p> <p>Knowledge and understanding of Ofsted process.</p> | <p>AF, I</p> <p>AF</p> <p>AF, I</p> <p>AF, I</p> <p>AF, I</p> <p>AF, I</p> | Some knowledge of the education sector and in particular Academy Trusts and their status |  |
| SKILLS    | <p>Excellent literacy and numeracy skills.</p> <p>Excellent organisational and prioritisation skills, able to work</p>   | <p>AF, T</p> <p>AF, T</p>  |  |  |

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|                    | <p>effectively with minimal supervision to meet challenging objectives and deadlines.</p> <p>Highly developed analytical and research skills to undertake research and investigation and the compilation of briefings, summaries, synopsis and abstracts.</p> <p>Ability to deal with, often complex and major, telephone, personal and written enquiries/complaints.</p> <p>Ability to prioritise, using own initiative and work unsupervised to tight and often competing deadlines paying particular attention to detail.</p> <p>Proven problem solving skills.</p> <p>Excellent IT competency</p> | <p>AF, I</p> <p>AF, I</p> <p>AF, I</p> <p>AF, I</p> <p>AF, I</p> <p>AF, I</p> |  |  |
| PERSONAL QUALITIES | <p>Ability to establish professional, effective working relationships with a range of partners/colleagues at all levels.</p> <p>Exceptional communication and interpersonal skills including negotiation, influencing and consensus-building skills. Good networking and relationship-building skills.</p> <p>Ability to respond positively and function effectively under pressure, prioritising tasks and maintaining a professional image.</p>   | <p>AF</p> <p>I</p> <p>I</p>   |  |  |

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|                    | <p>Ability to work at a senior level and form a good working relationship at all levels within the Trust and partners.</p> <p>Ability to produce high quality written notes, letters, reports and email responses that are appropriate, timely and accurate.</p> <p>Accurately record minutes, correspondence on behalf of CEO of a complex nature.</p> | <p>I</p> <p>AF</p> <p>AF, I</p>         |  |  |
| OTHER REQUIREMENTS | <p>Flexible attitude to work.</p> <p>Professional image.</p> <p>Accept flexibility in working arrangements which may necessitate some evening and weekend work.</p> <p>Current, valid UK driving licence</p>  | <p>AF</p> <p>AF</p> <p>AF</p> <p>AF</p> |  |  |

\*Key: AF=application form; I=interview; T=test; P=presentation; R=references