



JOB DESCRIPTION

Job Title:	PA to Chief Executive Officer
Grade:	G
Hours:	37 hours per week/ 52 weeks per annum
Responsible to:	Chief Executive Officer
Direct Supervisory Responsibility for:	None
Indirect Supervisory Responsibility for:	Trust Shared Services Administrator, Web and Publicity Officer
Important Functional Relationships:	<p><u>Internal:</u> CEO, Headteachers, School Senior Leadership teams, teaching and support staff, students</p> <p><u>External:</u> Members, Trust Board, Local Governors, other schools and MATs, suppliers of goods and services, parents/carers, visitors to SMART</p>

Main Purpose of Job

To be responsible for the provision of effective and efficient secretarial and administrative support to the CEO and the Executive Team. To make a fundamental contribution to facilitating the effective communications and operations of the Trust Shared Services team.

Duties and Responsibilities

1. To provide and organise an efficient, professional and confidential secretarial and administrative service to the CEO and the Executive Team including word processing of correspondence, reports, publications and other documents as required.
2. To be responsible for ensuring a high standard of quality and accuracy in all documents produced for the CEO and the Executive Team.
3. To be responsible for organising and maintaining the CEO's diary, including arranging appointments, itineraries, making travel arrangements, co-ordinating meetings and events.

4. To manage communications with Members, the Trust Board, Local Governors, Headteachers and other relevant contacts and officers on behalf of the CEO.
5. To respond to queries on behalf of the CEO, including prioritising issues, investigating queries, preparing responses and resolving problems where appropriate.
6. To sort, distribute and administer incoming and outgoing mail.
7. To draft correspondence on behalf of the CEO and the Executive Team.
8. To welcome visitors, ensuring signing-in procedures are followed, to receive and prioritise incoming telephone calls and deal with them appropriately taking messages as required.
9. To meet with the CEO regularly and as required to deal with and follow-up on internal and external communications, prepare correspondence, etc.
10. To organise all arrangements for meetings as required.
11. To attend management meetings, to prepare and circulate the relevant agendas and papers and take minutes as required.
12. To maintain accurate and comprehensive filing systems personal to the CEO including the updating of shared directories on Sharepoint and Teams.
13. To assist with the preparation and collation of paperwork and data for OfSTED inspections, and other school documents and reports prepared by the CEO or the Executive Team.
14. To act as a member of the administrative team and to provide support and cover for other members of the team where needs arise.
15. To support the CEO in the delivery of their responsibilities to regional networks including organising meetings the CEO chairs such as CACE.
16. To liaise with outside agencies on behalf of the CEO, as directed.
17. Provide support with data input and preparation of relevant documentation.

Responsibilities applicable to all Trust employees

1. To be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust, including safeguarding and child protection, health and safety, equality and diversity, the Code of Conduct, and data protection.
2. To maintain confidentiality of information acquired in the course of undertaking duties.
3. To be responsible for your own continuing self-development, engaging in appraisal, mandatory and other training as appropriate for the role.
4. To undertake other duties appropriate to the grading of the post as required.

Date Updated: September 2024

Updated by: Senior HR Officer



PERSON SPECIFICATION

Job Title: PA to Chief Executive Officer

Department: Trust Shared Services

Attributes	Essential	Desirable	How identified
Relevant Experience	Reasonable practical experience of working in an office environment Practical experience of word processing, e-mail and other office electronic applications	Relevant work experience within a school or college environment Experience of SIMS Experience of using Excel	Application form/ interview
Education and Training	Attainment of GCSEs or equivalent (educated to level 2 standard) to include Maths and English	Attainment of level 3 qualifications or equivalent (e.g. A Levels, AVCE) OCR level 2	Application form
Knowledge and Skills	Good typing and word processing skills Good oral and written skills Excellent organisational skills Excellent communication skills Good knowledge of Microsoft Office including Excel, Teams and Word		Application form/ interview Assessment test

	Minute-taking skills		
Any Additional Factors	Professional, tactful and sensitive Discreet and confidential Ability to work on own initiative and within a team Enjoys working with young people Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people		Interview

Date Updated: September 2024

Updated by: Senior HR Officer