

**Role Title:** Personal Assistant to the Chief Executive Officer (CEO)  
**Salary Range:** NJC 14 – NJC 21 (Pro rata – Term Time Only)  
**Reporting to:** CEO

**Our Values:**

- **Teamwork**

We recognise that when we work together effectively we are stronger and more consistent.

- **Empathy**

Consider the consequences of my decisions, large and small on those around me.

- **Inclusivity**

Everybody is treated fairly and equally no one is marginalised or left behind.

- **Respect**

We will ensure that we have due regard for the feelings, wishes, or rights of others in every action we take.

- **Positive**

It is our intention to stay constructive, optimistic and confident both for and with our young people and their families.

We believe that the values that we embody in Wave empower young people to succeed, these are the values we are looking for when we seek new staff.

**Responsible for**

To provide high-level, confidential, and proactive secretarial support to the CEO of the Multi-Academy Trust, enabling the effective leadership, governance, and strategic operation of the Trust.

**Main duties and responsibilities**

**Executive & Strategic Support**

- Provide comprehensive PA support to the CEO, including diary management, meeting coordination, and forward planning.
- Act as a gatekeeper for the CEO, prioritising communications and managing competing demands.
- Prepare agendas, briefing papers, presentations, reports, and correspondence.
- Support the CEO with Trust-wide strategic projects and actions arising from executive decisions.

### **Governance Support**

- Work closely with the Chair of Trustees and governance professionals/clerk as required.
- Ensure papers are prepared and distributed in line with statutory and governance timelines.
- Take high-quality minutes and track actions to completion.

### **Communication & Stakeholder Liaison**

- Act as a key point of contact between the CEO and:
  - Executive and senior leadership teams
  - Trust board members
  - External bodies (DfE, ESFA, Ofsted, local authorities, auditors, legal advisers)
- Draft and manage confidential and sensitive communications.

### **Operational & Administrative Management**

- Oversee confidential record-keeping and document management.
- Support organisational planning, events, executive visits, and Trust-wide meetings.
- Coordinate travel and accommodation as required.
- Maintain confidentiality and exercise discretion at all times.

### **Compliance & Trust Operations**

- Support compliance with trust governance, regulatory, and reporting requirements.
- Assist with preparation for inspections, audits, and reviews.
- Ensure effective information flow across the Trust.

### **Working with colleagues and other relevant professionals**

- Communicate effectively with other staff members
- Understand their role in order to be able to work collaboratively
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Develop effective professional relationships with colleagues
- Establishing constructive relationships and communicating with other agencies & professionals

### **Trust-wide organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the Trust's Five Year Plan, policies, practices and procedures, so as to support the Trust's values and vision

### **Health and safety**

- For lone working, ensure that you have read the appropriate policy
- Keep yourself safe
- Employees are required to work in compliance with the Trust's Health & Safety Policies and under the Health and Safety At Work Act, ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust

### **Professional development**

- Help keep own knowledge and understanding relevant and up to date by reflecting on own practice, liaising with your line manager, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from your line manager
- Take part in the Trust's appraisal procedures

### **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside Wave
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate Wave's Values, to develop and sustain effective relationships with the education community
- Respect individual differences and cultural diversity

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks carry out. The postholder may be required to perform other duties appropriate to the level of the role, as directed by the Principal, SLT or line manager.

Wave Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust

### Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"> <li>• Significant experience as a PA or Executive Assistant at senior level.</li> <li>• Exceptional organisational, prioritisation, and diary management skills.</li> <li>• Strong written communication skills, including minute-taking and report drafting.</li> <li>• Absolute discretion and experience handling sensitive and confidential information.</li> <li>• Confidence working with senior leaders, trustees, and external stakeholders.</li> <li>• High level of IT literacy (Microsoft Office / Google Workspace).</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in education, schools, or a Multi-Academy Trust.</li> <li>• Understanding of governance structures and public-sector accountability.</li> <li>• Experience supporting boards or committees.</li> </ul>
Education and Training	<ul style="list-style-type: none"> <li>• 5 GCSE (Equivalent), level 4 or above to include English and Maths.</li> </ul>	<ul style="list-style-type: none"> <li>• Further qualification relevant to post.</li> </ul>
Any Additional Factors	<ul style="list-style-type: none"> <li>• Regular access to a car.</li> <li>• Current driving licence.</li> <li>• Motor insurance certificate with Business use.</li> </ul>	