

## SAPIENTIA EDUCATION TRUST JOB

### DESCRIPTION

#### PERSONAL ASSISTANT TO CHIEF EXECUTIVE OFFICER (CEO) AND DIRECTOR OF EDUCATION

|                            |                                                                                                                                                    |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Line Manager:</b>       | <b>Chief Executive Officer (CEO) / Director of Education</b>                                                                                       |
| <b>Salary:</b>             | Support Staff Salary Scale points 20 – 24<br>£30,296 - £33,204 per annum<br>Starting salary £30,296 per annum<br>Fixed Term Contract to April 2025 |
| <b>Residential Status:</b> | Non-resident                                                                                                                                       |

### THE POST

The Personal Assistant will provide a full secretarial, organisational and administrative support service to the CEO and the Director of Education.

### PERSON SPECIFICATION

The personal competencies expected of all Trust support staff are:

- The ability to communicate clearly and tactfully using appropriate methods, high attention to detail and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The professional competencies expected of a Personal Assistant to Chief Executive Officer (CEO)/Director of Education are:

- Have excellent organisation skills and experience of planning and executing complex activities and programmes;
- Have excellent communication skills in person and in writing to respond to staff, governors, parents, students and visitors;
- Have experience of developing and implementing administrative policies;
- Have recognized secretarial qualifications and a soundtrack record of successful secretarial and administrative experience in dealing with confidential material;
- Be experienced in using information and communications technology and the Microsoft Office package;
- Previous experience in an education establishment is desirable;
- Be flexible in managing, planning and executing daily, weekly and monthly workloads in a busy office environment;
- Be capable of sound judgement in complex situations involving interpretation and analysis of facts;

- Display high levels of personal drive and persuasive negotiating skills;

- Be able to diffuse confrontational situations, remain calm and display tact and diplomacy in dealing with both adults and children;
- Be keen to undertake professional development and share best practice.
- Be able to maintain confidentiality and be committed to providing the best possible service to the staff, governors, students and parents.

## **JOB SPECIFICATION**

### **General Responsibilities**

The Personal Assistant will pro-actively provide a full and comprehensive Administrative service to the Trust CEO and Director of Education. This includes full administration responsibilities, confidential secretarial support, organisational and project management support, to assist them in carrying out their role efficiently and effectively. The Personal Assistant will provide administrative support to the Trust Board under the guidance of the Governance Professional.

The post-holder will be required to comply with the Trust Code of Conduct for Staff and Volunteers.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately in line with Data Protection and GDPR.

The post-holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

### **Specific Responsibilities**

- Proactively maintain and monitor the CEO's and Director of Education's electronic diaries, making appointments, co-ordinating appointments and ensuring overall effective allocation of their time;
- Manage the CEO's and Director of Education emails and communications on the Trust website ensuring messages and content are accurate, relevant and up to date;
- Act as the first point of contact for all organisations and persons having business with the Trust Education Team, to receive visitors to the Trust.
- Exercise judgement in dealing with correspondence and telephone calls, responding to routine enquiries and drafting correspondence for the CEO/Director of Education's approval;
- Provide secretarial and administrative support to the Trust Board under the direction of the CEO and/or the Governance Professional;
- Assist with the co-ordination and delivery of Trust events such as the annual conference and high-profile visits;
- Organise travel and accommodation arrangements for the for the Education Team as appropriate;

- Proactively manage the Trust communications using social media such as twitter;
- Provide support for a range of meetings, including the timely production and circulation of agendas and minutes, the noting of action points and following these up;
- Prepare reports, compile and collate papers, information and statistics for meeting and reports;
- Provide the organisational and administrative support for meetings including minute taking;
- To act on initiative in ensuring the Team has sound background knowledge of organisations, events, activities and individuals to assist them in their communications and interactions;
- Undertake projects and initiatives as directed by the CEO, including leading on the organisation and planning of Trust Professional Development.
- Contribute to the development and continuous improvement of administrative processes;
- Develop excellent working relationships with all internal and external stakeholders;
- Oversee the organisation of Trust Suspension and Permanent Exclusion Panels held at school level. Oversee the organisation of Trust Independent Review Panels;
- Oversee the organisation of Trust Stage 2/3 Complaints hearings held at school level.

## HOURS OF WORK

|                        |                                                                                                                                                                                                             |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Paid Weeks per year    | 52                                                                                                                                                                                                          |
| Hours per week         | 37                                                                                                                                                                                                          |
| Normal Working Pattern | Mon – Thu 0830-1630hrs Fri<br>0830-1600hrs                                                                                                                                                                  |
| Unpaid Breaks          | 30 minutes lunch break                                                                                                                                                                                      |
| Holidays               | Holidays in accordance with normal entitlement (see below) shall be taken at times mutually agreed with the Line Manager. Holidays should normally only be taken outside of term-time.                      |
| Overtime               | Additional work may be required at peak times, for which overtime is not paid, but time-in-lieu may be taken at agreed times. Time-in-lieu is to be taken at times agreed in advance with the Line Manager. |

## REMUNERATION

### Salary Details:

Support Staff Salary Scale points 20 – 24  
£28,371 - £31,099 per annum

Annual holiday entitlement for full-time support staff is 33 days (including bank holidays), rising to 37 days after 5 years' service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.

The post-holder will be entitled to join the Trust's nominated pension scheme for support staff.

## **DRESS CODE**

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Trust employees.

## **PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory due to safeguarding concerns.

## **REVIEW**

The Job Description will be reviewed annually as part of Trust's Performance Management programme.