

POST TITLE: Personal Assistant to the CEO / Trust Executive Administrator

SALARY: £19,318 to £21,436 (dependent on service and experience) Pay Award pending in addition to this.

WORKING WEEKS: 30 hours (0.8 FTE), 39 weeks (TTO plus 5 INSET days)

RESPONSIBLE TO: Chief Executive Officer (CEO)

STATUS OF POST: Permanent

JOB DESCRIPTION

Job Purpose
The core purpose of the role is to provide high-level, professional PA and administrative support to Central England Academy Trusts' CEO, to enable them to operate effectively in their role.
Main duties
<p><u>Personal Assistant to CEO</u></p> <ul style="list-style-type: none"> • Proactively manage the Chief Executive Officer's (CEOs) diary, accommodating regular complex changes in their schedule and pick up diary conflicts so that key deadlines are met, and responsibilities fulfilled as efficiently as possible. • Ensure relevant documents are prepared for CEO Meetings. • Provide administrative support to the Chief Executive Officer and Central Team. • Travel with the CEO to meetings as necessary. • Work with all members of the Central Team to proactively arrange regular meetings, mapping out complex calendars in advance. • Prepare the annual calendar of governance meetings and track the progress of actions arising from trustee meetings, following up on outstanding actions in advance of meetings. • Provide administrative support to Trust governance meetings as and when required. • Work in conjunction with the Trust's Governance Professional regarding Trust Board and Committee arrangements. • Prepare agendas, attend and record minutes for meetings as directed by the CEO and liaise with those preparing papers to make sure they are available on time. • Respond to communications on behalf of the CEO, signposting queries and issues to initiate appropriate action in order to ensure a timely response. • Research and collate statistics, create presentations and collect information to ensure the CEO is fully prepared for meetings. • Be responsible for the collation of information supplied by schools. • Assist in the compilation of the CEO's report, supplying any necessary data and information. • Support with producing the CEO's newsletters. • Organise meetings, Away Days and conferences.

Office Administration

- Oversee the booking of meeting rooms and ensure adequate supplies at all times.
- Prepare rooms for meetings and welcome visitors.
- Arrange catering for meetings and events, where appropriate.
- Screen phone calls, direct calls and take messages as appropriate.
- Undertake general office duties e.g. typing, filing, faxing and photocopying and scanning.
- Monitor Trust mailboxes and social media inboxes, ensuring emails and messages are acknowledged and forwarded in a timely manner.
- Work with all members of the Central Team to plan and organise events.
- Answer ad-hoc queries, both internally and externally.
- Work with all members of the Central Team to maintain and develop effective administrative systems to ensure a high level of confidentiality and efficiency.
- Work with all members of the Central Team to develop and improve systems, policies and initiatives in line with the Trust's Improvement Plan.
- Build effective and collaborative working relationships with internal and external stakeholders sharing best practice and knowledge.
- Have an awareness of the educational landscape and its implications for planning meetings and the impact on the work of the CEO and trustees.
- Work with members of the Central Team to proactively arrange regular meetings with direct reports.
- Organise any travel arrangements to ensure value for money and best use of time.
- Organise marketing to support the growth of the Trust.
- Produce and maintain a calendar of Trust events and meetings.
- Source and order equipment and resources as required by the Central Team.

Manage Information

- Support with the administration and maintenance of the Governor Hub system.
- Support with the administration and maintenance of the Trust Dashboard and reporting system.
- Manage the Trust Surveys to ensure that the voice of all stakeholders is captured, shared with appropriate colleagues and responded to.
- Update, maintain and manage the Trust's website and social media accounts.
- Ensure copies of statutory policies and other documents approved by the Trust Board are retained and published as agreed, for example, on the website.
- Keep and maintain an accurate record of papers and electronic correspondence on behalf of the CEO.
- Handle confidential information; organise and maintain files.

People and Relationships

- Develop and maintain effective professional working relationships with the Central Team, Trust Board, Chairs of LGBs, Headteachers, school-based staff and external partners.
- Line Management responsibilities of a limited number of staff are an expectation of the role and will come into place as the Trust grows further or new structures develop.
- Promote and uphold our Trust Values at all times.
- Develop positive working relationships within the local community.

Personal Development

- Undertake appropriate and regular training and development to maintain knowledge and improve practice.
- Participate in regular performance management meetings.

Additional Services

The PA to the CEO may be asked to undertake the following additional duties:

- Minute any statutory appeal committees/panels the Trust is required to convene.
- Maintain a file of relevant Department for Education (DfE) and Local Authority guidance documents.
- Maintain archive materials.
- Prepare briefing papers for the Trust Board, as necessary.
- Conduct skills audits and advise on training requirements.
- Perform any other tasks as may be determined by the CEO from time to time.

Other information

- This role will predominantly be based at Central England Academy Trust's Oak Wood site (Nuneaton, CV11 4QH).
- Postholder may be required to travel to other sites within the Trust. Appropriate expenses will be reclaimable.

Note: These are broad descriptions of the types of duties/activities expected of a post at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

PERSON SPECIFICATION

Criteria	Standard
Qualifications and experience	<ul style="list-style-type: none"> • Good level of education or equivalent experience in a related area. • 5 GCSEs including English and Maths. • Willingness to commit to staff training and development. • Experience of working in an education environment. • Experience of working as part of a busy administration team.
Job related knowledge and skills	<ul style="list-style-type: none"> • Excellent numeracy and literacy skills. • Methodical with good attention to detail. • Computer literate and able to work with a range of software applications. • Effective organisational skills and ability to work independently. • Good organising, planning and prioritising skills. • Meet strict deadlines. • Ability to act with discretion and maintain confidentiality. • Ability to work constructively as part of a team, understanding roles & responsibilities and your own position within these.
Personal qualities	<ul style="list-style-type: none"> • Takes responsibility and accountability. • Is adaptable to change, embraces and welcomes change. • Committed to the provision and improvement of a quality service. • Ability to communicate effectively. • Self-motivated and committed to delivering a high standard of work. • Ability to work well under pressure.
Other requirements	<ul style="list-style-type: none"> • Willingness to be flexible with working hours to respond to needs of the business.