

# Charter.

## Job Description and Person Specification

Job Title	Personal Assistant
Grade	HAY 8 Term time plus 2 weeks
Location	TCSET Central
Reporting to	Chief Executive Officer

### **Job Purpose** (short explanation of the role)

To provide a high level, professional Personal Assistant support to the CEO. Additional support to Senior Directors as required to enable them to operate effectively in their roles. The individual needs to be prepared to attend various sites to support the CEO's schedule.

### **Main responsibilities** (list the key areas of responsibility, be concise and avoid lengthy explanations)

#### **Executive Support for CEO**

- Act as the initial point of contact for the CEO's office.
- Provide confidential and high-level administrative assistance to the CEO, including diary management and pre-appointment preparation.
- Serve as the primary liaison for the CEO's external contacts, ensuring professional and effective communication. Collaborate with the Governance team to align Board Meetings with the CEO's schedule.
- Draft letters, reports, and other correspondence on behalf of the CEO.
- Attend meetings as directed and generate minutes accordingly.
- Handle inquiries from various stakeholders, including Trustees, parents, and the public.
- Plan and manage the CEO's schedule of key Trust events and meetings.
- Manage the strategic calendar for the Central team.
- Oversee incoming and outgoing mail for the CEO.
- Prepare and manage documents required by the CEO, ensuring proper follow-up actions.
- Manage financial processes such as ordering and processing payments.

- Co-ordinate and organise key organizational events such as the Staff Conference and Leadership Away Days / Strategic Days to ensure smooth execution.
- Ensure meetings hosted by the CEO are appropriately catered.
- Conduct research and gather information for reports or other needs as required by the CEO.
- Coordinate cross-functional information and communications as needed.
- Develop strong working relationships with Trustees and Local Governors, offering assistance and direction when needed.
- Continuously seek professional development opportunities to enhance contribution to the Trust.

#### **Executive Support for Senior Directors**

- Provide high-level, confidential administrative support to the Senior Directors, including diary management and pre-appointment preparation.
- Assist Senior Directors with the completion of minutes, reports, and correspondence within deadlines.

#### **Marketing & Communications**

- Work with Trust staff to ensure that the production and delivery of key Trust communications are delivered in a timely fashion. This includes:
  - Calling for and collating copy and images from Trust staff as relevant for respective communication channels
  - Sub-editing copy
  - Delivery via Mail-Chimp/Your Charter or Trust Magazine as required.
- Update Trust communication data bases.
- Update content on 'Your Charter' staff portal
- Update the Trust Website content as required
- Update information on social media as required.

#### **General**

- Perform other duties and responsibilities relevant to the post as required.
- Actively pursue personal professional development.
- Adapt to changes in the post's duties without altering the general character or level of responsibility.
- Ensure all work undertaken within the Trust Executive office complies with General Data Protection regulations (GDPR).

Person Specification: Executive Assistant

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Good general standard of education with qualifications to at least GCSE level with 5 A-C /9-5 including Maths and English	A Level or equivalent
Experience	Experience of working as a senior PA and/or Administrator	Experience of working in communications and/or marketing Experience of working in a school/Trust environment
Knowledge		Knowledge or understanding of school procedures Understanding of academy structures and schemes of delegation
Skills & Abilities	Excellent Microsoft ICT Skills (Word, Excel, Outlook, Powerpoint) Good social media skills (X, Linked In, Instagram) Superior minute taking skills and ability to summarise complex discussion. Highly developed written and oral communication skills Highly approachable and engaging Empathetic with high level of emotional intelligence Good interpersonal skills for dealing with students, staff and parents.	Knowledge of school MIS systems Knowledge of Content Management Systems (CMS) for updating website content  Copywriting and/or proof reading

	<p>Empathetic with a high level of emotional intelligence.</p> <p>Demonstrates good interpersonal skills for dealing with staff, students and parents.</p> <p>High level of personal organization with ability to work independently.</p> <p>Calm, confident manner.</p> <p>Ability to adapt quickly to different situations.</p> <p>High level of accuracy and attention to detail.</p> <p>Experience of dealing with complex and confidential issues.</p>	

**Safeguarding:**

The Charter Schools Educational Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced disclosure and barring service check.

**Equal Opportunities**

The Charter Schools Educational Trust is committed to equality and diversity and to being a family where everyone can be themselves. We are committed to continuous improvement in how representative we are of our local communities, including gender, ethnicity, religion, age and all other aspects of diversity.

**Health & Safety**

The Charter Schools Educational Trust is committed to promoting the health and wellbeing of our staff and pupils by managing conduct and behaviour effectively to ensure a good and safe working and learning environment.

## Working within the community

The Charter Schools Educational Trust is committed to working closely with our communities to ensure a collaborative and harmonious relationship that is supportive of those around us.

*The details contained within this job description are intended to give an overview of the requirements of the role. All employees of The Charter Schools Educational Trust are expected to work in a positive and collaborative way that supports the overall Mission, Vision and Values of the Trust. This includes showing flexibility in the tasks undertaken in order to deliver this aim.*