



EXECUTIVE ASSISTANT TO THE NVP

JOB DESCRIPTION



Nene Valley Partnership

Excellence in Education

Job Title: Executive Assistant to the NVP

Location: Nene Valley Partnership – Wollaston School

Salary: Grade J points 27 – 31 (37 hours per week*, Term time only) £34,110 - £37,279

JOB DESCRIPTION

NAME OF POST HOLDER:

Job Title:	Executive Assistant to the NVP
Reports to:	Chief Executive Officer
DBS Disclosure Level:	Enhanced

Role Summary:

- To provide comprehensive and effective administrative support to the NVP Executives including operational support within the many diverse functions of managing a large and a successful trust.
- To provide HR administration support for the schools within the trust.

Principal Responsibilities:

- Act as Personal Assistant to the CEO, CFO & Director of School Improvement, undertaking a broad range of advanced tasks that require discretion, diplomacy, initiative, and an understanding across the whole of the trust and bringing to the attention of the CEO matters that potentially require action.
- Provide a confidential, comprehensive administration service to the trust leaders, ensuring that all clerical and secretarial systems are maintained and function effectively.
- Manage and co-ordinate the CEO, CFO & Director of School Improvement's diaries effectively, making travel arrangements, booking appointments, organising meetings and refreshments, assisting in prioritising tasks enabling them to fulfil their duties efficiently and effectively.
- To remain conversant with all senior leader's workload on an ongoing basis, whilst actively supporting them in discharging day-to-day trust matters and queries. This will involve undertaking roles and tasks (with minimal supervision) that require an in-depth understanding of methods, systems, and processes over a range of procedures. You will act as a trouble-shooter for referred problems.
- Working independently but as directed, to take responsibility for the preparation and compilation of formal correspondence, reports, emails, mail merges, spreadsheets, databases, and presentations (using the full suite of Microsoft Office or other such software packages). Additionally, to undertake detailed analysis and

evaluation of data, drafting detailed reports/information as required on behalf of the trust leaders, to support the planning and development of trust performance.

- To format trust communications in line with the trust branding, adding attention to detail and provide thorough proof reading.
- To work alongside the CEO, CFO & Director of School Improvement in creating and formatting reports and documents for internal use and external audiences.
- To provide flexible and full administrative support all NVP meetings, before and after school, for which hours will be agreed in advance. Specifically agreeing and distributing the agenda and taking notes/minutes to distribute to all members of the team.
- Attend meetings as directed by leaders to provide full administrative support – specifically arranging and distributing the agenda and taking minutes to distribute to attendees.
- Provide occasional support and scheduling of work of the wider school's leadership team.
- Coordinate all school events on behalf of the CEO e.g., professional development days and publicity events.
- Work closely with the Chair and Clerk of the Trust Board to assist with collation of documentation for Trust Board meetings.
- Work closely with leaders of trust schools and provide administrative support where required.
- Assist with Human Resources administration and associated databases for the trust, acting as the first point of contact for enquiries.
- Manage the trust's archive and historical data system arranging storage and disposal when required.

GENERIC RESPONSIBILITIES

- To be aware of the trust's duty of care in relation to staff, students and visitors and to comply with the health and safety policies at all times.
- To establish and maintain positive, constructive, and professional working relationships with staff, visitors, students, parents and other professionals of the whole trust.
- To be aware of and comply with the codes of conduct, regulations and policies of the school's and its commitment to equal opportunities. Act in a courteous way at all times in communications with both colleagues and other school stakeholders.
- To support and contribute to the trust's commitment to achieving great outcomes for every student, enabling children to be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well-being.
- To contribute to whole school events (i.e., Open Days & Award evenings) as and when required.
- To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated in order to support school development.
- To carry out any other reasonable duties or requests of your line manager, that are in keeping with this post or as may be determined from time to time by leadership team.
- To carry out duties in line with the MAT ethos of 'Excellence in Education'.

Signatures

5 This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements that are commensurate with the job title and grade.

Signed
NVP Executive PA

Signed
CEO

Dated

Dated

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the jobs may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed.

Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

PERSON SPECIFICATION

	Essential	Desirable
SKILLS, KNOWLEDGE & EXPERIENCE		
Demonstrable first-class administration, organisation and secretarial skills	✓	
Highly proficient ICT user; highly skilled in the use of all Microsoft Office packages: particularly Word, Excel, Outlook [email] and PowerPoint and specialist school electronic communication software	✓	
Accurate and fast typing and word processing skills	✓	
Significant relevant previous experience of working independently within an office environment – consistently and positively fulfilling your role within the wider team function	✓	
Evidence of an ability to communicate effectively both in verbal and written form – particularly a good level of written English	✓	
Ability to adhere to legislation, codes of practice and policies/procedures within the school environment	✓	
Experience of working with Arbor or similar schools management information system		✓
Experience of working within a school environment and/or in similar role	✓	
QUALIFICATIONS		
A good level of general education: preferably educated to A-level standard or equivalent [<i>to include GCSE English & Maths at Grade C or above (or equivalent)</i>]	✓	
Recognised secretarial and/or ICT qualifications (relevant to the role)		✓
PERSONAL QUALITIES		
Excellent interpersonal and communication skills, with a sound customer service approach. A pleasant professional manner	✓	
Ability to build and maintain effective/professional working relationships with all stakeholders of the school	✓	
Excellent organisational skills, with the ability to be flexible, manage time effectively, and demonstrate initiative when required	✓	
High level of accuracy and attention to detail, with an ability to preserve the confidentiality of information as appropriate.	✓	
Evidence that you have a calm personality, are able to work effectively under pressure and meet deadlines – multitasking and using your own initiative as necessary	✓	
Ability to operate effectively individually or as part of a team when required.	✓	