

Job description	
Post title:	Trust Executive Assistant
Region of Responsibility	North Yorkshire & East Yorkshire
Salary:	SCP 17 £30,060 to SCP 31 £40,476 dependant upon experience and expertise.
Hours:	37 hours per week. Full Year.
Line management:	Chief Executive Officer
Start Date:	Required September 2025
Your mission	
Culture	<p>Define our organisations culture and ‘live into being’ our values to define who we are and how we care for and support our colleagues.</p> <ul style="list-style-type: none"> • Build strong relationships and become a trusted partner to our leaders, ensuring they have all they need to lead exceptional and high-performing teams. • Be someone who exhibits sound judgment with the ability to prioritise and make decisions under pressure. • A team player capable of cultivating productive working relationships across the Trust, with a resourceful, can-do attitude and someone who thrives in a fast-paced environment • Understand that the work will involve travel, to build relationships across the organisation and that this will require you to work remotely in schools for most of the week alongside the CEO, often arriving ahead of time to make the necessary plans and to organise the remote workspace. While ensuring you are available to facilitate the day, meetings and to ensure the CEO can focus upon their work and that you can act in your full capacity as the Executive Assistant.
Operational	<p>Work directly with the CEO to support all aspects of their daily work routine.</p> <ul style="list-style-type: none"> • Maintain the CEO’s calendar, including scheduling meetings, appointments, speaking engagements, and travel arrangements. Exercise discretion in committing time and evaluating needs while ensuring the requirements are realistic and do not negate any time for them to work strategically. • Sort and triage mail; maintain e-mail and other address directories. • Compose and prepare letters relating to routine correspondence for the CEO’s signature. • Schedule meetings; assist in the preparation and distribution of meeting agendas and materials. • Serve as a liaison between the CEO, colleagues and the public. This includes receiving and screening the CEO’s phone calls and visitors, answering a variety of questions with tact and diplomacy, taking messages, and directing calls appropriately for resolution. • Determine priority of matters of attention for the CEO; redirect matters to colleagues to handle, or handle matters personally, as appropriate. • Keep the CEO advised of time-sensitive and priority issues, manage time within the day to keep meetings on schedule and ensure appropriate follow-up afterwards with those attending, be it through actions, an acknowledgement or thank you.

	<ul style="list-style-type: none"> • Coordinate work with other colleagues as needed; play a key role in the coordination of leaders' efforts both within and outside the Trust, so they can promptly provide the CEO with the information they need. • Provide coordination, monitoring, and communication of projects and programs managed by the CEO. • Serve as a primary point of contact between the CEO, governance and the Department of Education, including helping to coordinate the work of the different groups and providing support for governance meetings by working with the Clerk or Company Secretary. • Attend meetings and take notes of discussion; prepare the initial draft of minutes and summaries. • Handle printing, mail/overnight packages, copying, filing, and email/messages. • Transcribe source material, prepare documents, reports, tables and charts; distribute as appropriate. • Prepare, reconcile, and submit expense reports. • Maintain paper and electronic filing systems. • Maintain confidential and sensitive information. • Complete a variety of special projects including creating PowerPoint presentations, financial spreadsheets, special reports, and agenda material.
Communication	<p><i>You will be responsible for all communication on behalf of the Board, Chair, CEO and the organisation. It is imperative you have a forensic eye for detail, a systematic approach to the proof reading of any documentation and excellent grammar.</i></p> <ul style="list-style-type: none"> • Writing letters and producing documents on behalf of the Board, Chair and CEO. • Writing letters and producing documents from transcripts, messages and rough notes. • Meticulous proofreading and editing, when reviewing texts for different context. Adaptable, open-minded and receptive to alter the tone of the content. Able to comprehend and write different levels of language yet maintain high quality and adapt to meet the specific needs of diverse stakeholders. Reviewing documents for errors in grammar, punctuation, spelling, and formatting. • Ensuring consistency in style, tone, and formatting across all documents. • Verifying the accuracy of data, statistics, and other information presented in the document. • Collaborating with other stakeholders to make necessary revisions and edits • Filing systematically all correspondence and documentation, for ease of access by yourself and the CEO.
Performance	<p><i>To establish high standards of performance within the Trust, with clear expectations at all levels to raise performance and achieve the best outcomes.</i></p> <ul style="list-style-type: none"> • Ensure the CEO is kept appraised of the performance of the Trust on a weekly basis through Power BI, the School Improvement Register and relevant school KPI. • Aid the CEO in the oversight of the performance management process.

	<ul style="list-style-type: none"> Facilitate coaching and mentoring across the Trust and beyond to develop individual talents.
Stakeholders	<p>To build relationships with external stakeholders and to facilitate the work of the CEO in developing and maintaining these external links and partnerships.</p> <ul style="list-style-type: none"> To engage positively with external stakeholders by building positive relationships and maintaining frequent communication by email, letter or card. To facilitate the creation of external links, utilising opportunities within the region and nationally, to enable the CEO to build relationships through the attendance at events and conferences that could potentially benefit the Trust. Support the mission of the Trust, by supporting the voluntary work of the CEO through the provision of coaching, mentoring or by them acting as a Trustee or advisor for external organisations, to facilitate the exchange of best practice within and beyond the education sector.
Leadership and Management	<p><i>To establish and lead a team, across multiple centres.</i></p> <ul style="list-style-type: none"> To be responsible for the strategic leadership and management of people across all Trust schools/sites and the creation of a positive culture within Trust schools. To strategically lead and manage the team, ensuring the delivery of a high-quality people service to schools, their leaders, and the overall Trust leadership team. Ensure professional people advice to facilitating the achievement of educational and organisational objectives whilst managing risk and ensuring statutory compliance. As part of the Central Team to play a significant role in delivering the strategic direction of the Trust and the day-to-day operations across schools. Review and develop appropriate systems and structures to ensure responsive, accurate and clear information is available to support the work of the team but also school leaders as appropriate. Work independently and with the Headteacher of each Trust school to implement all related policies and procedures, systems, and processes, underpinned by statutory compliance, best practice and added value. Produce reports for School Leadership, the Local Governing Committees and the Trust as required, including the School Improvement Register. Work with the Accounting Officer to monitor / audit the practice of the Trust's function / management practice to identify areas of concern / risk / success and inform relevant stakeholders. Ensure that all information/data that is obtained and processed by the Trust's is managed in accordance with data protection requirements, and that confidentiality and security are maintained at all times. Assist with the collation, monitoring and analysis of information for the purposes of monitoring by external organisations.
Technology	<ul style="list-style-type: none"> Maintain and update a daily electronic calendar/diary using Outlook that is accessible to all in the organisation, ensuring those you line manage do the same.

	<ul style="list-style-type: none"> • Maintain electronic notes of conversations and meetings, plus actions, using shared Trust platforms. • Manage, maintain and update an electronic project management system to identify your current workload and tasks, plus those of the colleagues you line manage. • Undertake training in all Trust platforms and software, so you can access, manage and oversee data, plus identify actions.
Additional	<i>To undertake all additional duties and responsibilities as requested by the Chief Operating Officer or Chief Executive Officer to maintain the operation of the Trust, especially during periods of reduced capacity or emergency.</i>

Person Specification			
Criteria	Essential	Desirable	Evidence
Qualifications			
Qualifications appropriate to the role, specifically around communication, programme delivery and events management.		X	A/C
Experience			
Demonstrable an ability to lead, manage and motivate staff and teams within a high-profile organisation, including experience of dealing with recruitment, appraisal and performance matters.	X		A/I
Extensive experience in Advertising/ PR/ Digital Marketing/ Integrated Communications industry at a senior level within a commercial business environment.	X		A/I
Experience of working nationally within organisations in different sectors.	X		A/I
Excellent inter-personal skills, able to work effectively as part of a management team and to build professional relationships at all levels of an organisation while managing expectations of a diverse range of stakeholders.	X		A/I
Excellent grammar, writing and graphic design skills, including experience of working with sub-contractors to deliver projects linked specifically to communication.	X		A/I
Track record of elevating the work of an organisation, building reputation and driving growth.	X		A/I
Customer-focused; demonstrable experience of embedding a service management culture for the delivery of key IT Services, including Service Desk, Change and Problem management, Incident management and continual service improvement.	X		A/I
Ability to communicate clearly and persuasively and to influence and negotiate where appropriate.	X		A/I
Excellent project management skills and the ability to meet deadlines	X		A/I
Excellent problem-solving skills.	X		A/I
Ability to deal with difficult situations and confidential matters and to provide effective solutions when necessary.	X		A/I

Excellent planning, organisation and prioritisation skills; able to manage and deliver successful projects to time and budget.	X		A/I/R
Experience of procurement and budget management.	X		A/I
Knowledge and Understanding			
Demonstrable experience of the use of Excel and Word. Advanced PC skills, especially using packages for analysis Excel, spreadsheets and databases.	X		A/I/R
Knowledge of procurement and budget management processes.		X	A/I
Personal Skills & Attributes			
Able to work constructively as part of the wider Trust team.	X		A/I/R
Ability to respond to changed priorities to suit Trust needs.	X		A/I/R
Good literacy and numeracy skills.		X	A/I/R
Able to plan and prioritise own work programmes and those of others, work to deadlines and manage conflicting priorities.	X		A/I/R
Able to undertake administrative management tasks.	X		A/I
Committed to equality of opportunity.	X		A/I
Able to respond to speedy changes in technology and learn and apply new solutions	X		A/I
Safeguarding			
Commitment to safeguarding and promoting the welfare of children and young people	X		A/R/I
Recent accredited safeguarding training		X	A/R/I
Sound understanding of statutory safeguarding requirements	X		A/R/I

A= Application; C = Certificate; R = Reference; I = Interview

As this is a new role it will be regularly reviewed and amended as required, in consultation with the postholder.

How to apply

If you would like to apply for this vacancy, please download a Support Staff application form (see related documents).

For any enquiries, please email the Trust People and Culture Team **recruitment@wlp.education**

Completed application forms should be emailed to **recruitment@wlp.education**

Closing Date: 9am 25th June 2025

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced DBS disclosure.