

Job Description & Person Specification

Role:	Personal Assistant to Chief Executive officer and Chief Operation Officer
Place of Work:	Samphire Trust Education Trust
Salary:	KR8
Hours:	Monday to Friday – All year round
Accountable to:	CEO
Accountable for:	Providing exceptional administrative management

JOB PURPOSE

- To provide a comprehensive, highly confidential and proactive administrative and support service to the Chief Executive Officer, Chief Operation Officer and the Executive Leadership Team as required.
- To provide a confidential and highly efficient administrative support to the Trust, its subcommittees and school performance review boards, working closely with the Trust Head of Governance.
- To attend and minute meetings of the Trust Board, its sub-committees and, where appropriate, the School Performance Review Boards. If these meetings take place after 5pm, the working day will be altered to account for this.

Supporting the CEO/COO

- The post holder will be required to enhance the productivity of the CEO and COO and meet their requirements. You will achieve this through effective diary and communications management, secretarial, analytical and a wide range of administrative support, building effective relationships with all points of contact.

Key aspects of the role include:

- Support the smooth running of a dynamic and fast-paced office, serving as key liaison between Chief Executive, Chief Operations Officer, Board of Trustees, Trust staff and stakeholders.
- Role model excellent practice in all aspects of the role and maintain confidentiality and integrity at all times.
- Build and preserve trusting, positive relationships with all stakeholders.
- Co-ordination of internal and external meetings (in person and remotely), including venue, hospitality, travel arrangements and preparation of documents as required.
- Prepare and edit draft standard correspondence and acknowledgements.
- Assist with policy developments and research as required, keeping abreast of sector and policy updates.
- Participate where required in Trust meetings and networking groups as required.
- Flexibility at times in your approach to hours of work to meet business needs

- Travel to academies within the Trust as required by the CEO/COO.
- Participate in training and other learning activities and performance development as required.
- Support the administration of the CEO and COO's external contracts and commissions within the education sector.
- Provide administrative support to the Central Executive Team.
- Lead on Trust development projects under the direction of the CEO, in collaboration with Trust Leaders and Directors.
- Arrange and facilitate a variety of meetings involving the CEO/COO and ELT, ensuring agendas are prepared, participants are informed, relevant papers circulated, and accommodation and refreshments are ordered/delivered. Minute the meetings and ensure, once agreed, minutes are distributed accordingly.
- Assess all correspondence, including email, for priority and actions, ensuring urgent and sensitive items are dealt with accordingly. Ensure further action on correspondence and enquiries is carried out by an appropriate person in an effective and timely manner.
- Provide direct support to the CEO in the handling and management of email and written correspondence.

General

- Comply and assist with the development of policies and procedures relating to health, safety, data protection and confidentiality, reporting all concerns to an appropriate person.
- To adhere to the Trust/Academy Health and Safety Policy including risk assessment and safety systems.
- Participate in training opportunities and professional development as required.
- Support the Trust's Academies at events as and when required.
- Develop constructive positive relationships and communicate with other agencies/professionals.
- Contribute ideas on new and innovative business opportunities that could improve the effective functioning of the Trust.

Trust

All Multi Academy Trust staff are expected to:

- Undertake other such reasonable duties as may be required from time to time.
- Work towards and support the Trust's vision and the objectives of Development Plans.
- Support and contribute to the MAT's responsibility for safeguarding students.
- Work within the MAT's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the MAT's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents, colleagues, Members, Trustees and members of Local Governing Boards at all times.

- Actively engage in the MAT's performance management process and take responsibility for their own professional development.
- Adhere to MAT policies and procedures as set out in the staff handbook and other guidance documentation which is available to all staff via the trust networks.

HEALTH AND SAFETY

Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.

Co-operate with the employer on all issues to do with Health, Safety & Welfare.

CONTINUING PROFESSIONAL DEVELOPMENT

Take responsibility for personal professional development, keeping up-to-date with research and developments which may lead to improvements in the counselling service provided.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
5 GCSEs, grade C and above, including English and mathematics.	Y	
L3 equivalent administrative qualification.	Y	
Strong computer skills, proficient in Microsoft office.	Y	
Proficiency with video conferencing software such as Microsoft Teams.	Y	
Word processing skills, ECDL or equivalent.	Y	
Evidence of continuous learning and commitment to further professional development.		Y
Evidence of higher than L3 qualifications.		Y
Experience		
Proven ability to demonstrate recent and successful confidential administrative experience in a fast-paced environment showing excellent organisational skills e.g. diary management, forward planning, meeting co-ordination.	Y	
Previous experience in researching data/information and production of reports and presenting findings using a range of computer software.	Y	
Excellent relationship management, able to build effective working relationships at all levels, reinforcing partnerships.	Y	
Experience of current education sector and working with Trust Boards.		Y
Relevant background or experience of working in an education setting.		Y
Ability and willingness to take decisions, even in uncertain circumstances.		Y
Knowledge and Understanding		
Ways of communicating stakeholder and community engagement.	Y	
Tact, integrity and discretion, knowing when to alert the CEO to sensitive matters or urgent issues.	Y	
Child protection; health and safety; security and data protection; reporting all concerns to an appropriate person.	Y	
Proficient in Microsoft Office, video and communications packages.	Y	
Be aware of and support differences, ensuring equal opportunities for all.	Y	

Knowledge of Multi-Academy Trusts and Teaching School Hubs.		Y
Knowledge of child-safeguarding issues and those that promote and ensure the safeguarding of children.		Y
Skills and Personal Qualities		
Belief in and commitment to the overarching values of the trust; being able to model and articulate the vision to a wide range of audiences.	Y	
Able to work independently and under pressure to tight deadlines, being self-motivated and proactive.	Y	
Excellent written and oral communication skills and attention to detail.	Y	
Able to work at pace and with agility, and be able prioritise, adapt, be creative.	Y	
Commitment to the highest of standards in personal, professional, corporate and public behaviour.	Y	

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.