

# Job Description

<b>POST:</b>	<b>Executive Assistant (EA ) and Regional Coordinator for Academy Councils</b>
<b>RESPONSIBLE TO:</b>	Regional Director
<b>RESPONSIBLE FOR:</b>	(none)
<b>SALARY:</b>	SCP 33 – 37 (£29,323 - £32,486)
<b>LOCATION:</b>	Based at Oasis Midlands Regional Office, Oasis Academy Woodview
<b>WORKING PATTERN:</b>	Term-time only plus two weeks with some evening work.

## **AREAS OF ACCOUNTABILITY:**

1. Executive Assistant to the Regional Academy Director
2. To be a key operational contact between National Governance, OCT (Hub Councils), the Academies and Service teams.

## **RESPONSIBILITIES:**

### **Executive Assistant Duties:**

- Provide full administrative support for the Regional Director (RD).
- To plan and co-ordinate meetings chaired by the RD, ensuring that all actions are recorded.
- Organisation and maintenance the RD's diary and making appointments for the RD and all other agreed aspects of their work.
- To deal with correspondence, preparing letters and taking dictation and minutes on behalf of the RD.
- To produce documents, briefing papers, reports and presentations as requested by the RD, including proof reading RD documentation and correspondence.
- Manage the RD's email account, ensuring that appropriate responses are delivered in a timely fashion.
- Administration to include arranging meetings/rooms, maintaining the contact lists, organising filing, booking travel and hotel rooms, organising conference calls and ensuring smooth administrative operation.
- Process RD's expense claims on iTrent and prepare for sign off.

- To provide support to the Regional Director (RD) concerning the management of operational responsibilities. To alert the RD to key issues affecting the efficient running of OCL and to liaise with members of the National Executive and other colleagues on behalf of the RD as appropriate.
- To brief the RD on key issues as appropriate in preparation for meetings including the provision of necessary paperwork.
- To liaise at a senior level with organisations such as the Department for Education (DFE), the Schools Network (SSAT), The Office for Standards in Education (Ofsted), and Local Authorities (LAs)
- To oversee the management of regional base budgets for RD. Management will include detailed monitoring and tracking, invoice control and reporting to the RD.
- The maintenance of confidentiality concerning matters dealt with and the compliance with relevant deadlines.
- Decision making within guidelines, in accordance with the policies determined by the RD, and to ensure that confidentiality is kept, deadlines achieved and effective support to staff is provided.
- To oversee education policy updates on an annual cycle, feeding back to the Academies Directorate on any key changes and potential changes to implementation.
- Responsible for organisation the logistics for an annual regional conference, liaising with academies speakers, caterers and venues.
- Advising the RD on Oasis Policy in Academies, providing policy documents and resources as appropriate.
- To conduct research for the RD for all creative projects when requested.
- Prioritise, allocate and monitor the work of the RDs work load and support team to promote and maintain an effective operation.

### **Leadership of the Team**

- Responsible for building and sustaining strategies for integration of Regional Integrated Services workflow across the Academies.
- Promoting and developing the National Oasis brand in the Regional context.
- To liaise with the Head of Data Information Systems on the key performance indicator submissions and reporting.
- Be responsible for leading the organisation of the regional base including administration, training facilities, site liaison and catering.
- Accountable for providing signposting for regional enquiries, liaising with Regional Integrated Services (Education, Finance, Property & Estates, People Directorate & IT).

- To liaise with colleagues to set meeting agendas, minute meetings and co-ordinate meeting dates with all members of the Regional Team.
- Maintain clear expectations, high standards of professionalism and collaboration to meet Regional priorities.
- Impart day to day guidance and support to the regional team to enhance productivity and empower the capability of the team to deal with demands on their services.

**As a Regional Co-ordinator you will provide support, advice, and information to the Academy Councillors/Hub Councillors in the cluster/region by:**

- Supporting Academy Council (AC) Secretaries and Hub Council (HC) Administrators in their role, e.g. preparation and dispatch of termly E-Briefings, agendas, minutes and other documents.
- Maintaining an up to date membership database for the region working alongside AC Secretaries and HC Administrators.
- Provide advice and support to the Chairs of AC's/HC' as the need arises.
- Attending some AC/HC meetings (these may be twilight/evening sessions).
- Keeping a record of all AC/HC meetings in the region.
- Ad-hoc emails to ACs/HCs.
- Liaising with various agencies to recruit ACs/HCs.

Support and Training is provided by the Head of Governance Services/Head of Hub Councils.

**General**

- Some travel to the Oasis Academies in the Region and national/regional conferences/events will be required
- Carry out other duties as may reasonably be required by the Regional Director (direct line manager) and the Head of Governance Services / Head of Hub Councils (functional link).
- As Academy Councils work is mainly during term time, it is essential that the support is available during term time to facilitate meetings.
- Some Academy Council meetings are held in the evenings, it is therefore essential that support can be provided for evening meetings where necessary.

## **Safeguarding children and young people**

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

### **OTHER:**

The post holder will be required to be flexible and will be directly accountable for meeting targets and deadlines set by the Academies Directorate. The post holder may be expected to work longer than a normal working week to attend meetings. Time will be given in lieu as appropriate taking into consideration the needs of the Academy.

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

# Executive Assistant (EA ) and Regional Coordinator for Academy Councils

## Person Specification

### Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

### Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>• Educated to Degree level (or equivalent work experience in this type of role – see below)</li></ul>	Some formal administrative or secretarial training
Experience, Skills and knowledge	<ul style="list-style-type: none"><li>• Minimum 3 years' experience in an administrative/co-ordination/PA role</li><li>• Proven experience of facilitation of meetings and events</li><li>• Excellent oral and written communication skills</li><li>• Excellent organisational skills</li><li>• Proven ability to work under pressure and respond to deadlines</li><li>• Ability to make sound judgements and prioritise multiple demands</li><li>• High attention to detail</li><li>• Excellent inter-personal skills</li><li>• Ability to communicate effectively with a wide range of individuals/colleagues/contacts</li><li>• Proven ability to work on own initiative</li><li>• Excellent, up-to-date, working knowledge of MS Office suite of applications</li></ul>	

Personal Qualities	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and promoting the welfare of children and young people</li> <li>• Willingness to undergo appropriate checks, including enhanced DBS checks</li> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline</li> <li>• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.</li> <li>• Self-motivated, with a 'can-do' approach to problem solving</li> <li>• Flexible, mature and balanced approach</li> <li>• Reliable, enthusiastic, committed, trustworthy and able to keep confidences.</li> <li>• Team player who is able to work collaboratively in a diverse team</li> <li>• Willingness to demonstrate commitment to the Oasis Community Learning ethos</li> </ul>	
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