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**Job Description**

**Job Title:** Central Team Assistant

**Responsible to:** Executive Assistant

**Hours** 40 hours: 8.30 – 5.00 (30min for lunch)

**Salary:** Range 5 points 22-25

**Overview:**

An exciting opportunity has arisen for a personable and professional Team Assistant with solid support skills to work within the Trust office of a successful Multi-Academy Trust.

**Rationale:**

To support the Executive Assistant ensuring the smooth running of the CEO Office while providing first class administrative support. Alongside the Executive Assistant, leading the communications strategy, liaising with internal and external stakeholders. The Assistant will play a pivotal role in promoting Future Academies and its schools to prospective parents, students, staff, the local community and the wider public.

**Responsibilities:**

**Administrative:**

Organise meetings, presentations, events and travel for the Chief Executive and the Executive Assistant and process expenses.

Point of contact for both telephone and email enquiries – ensuring messages are passed on as appropriate in a timely manner.

Be an ambassador of the Trust, liaising in a professional and approachable manner at all times with both internal and external colleagues and stakeholders.

Liaising in a professional manner with a colleagues and ensuring flexibility around diary commitments.

Responsible for meeting arrangements, including preparation of papers, drafting minutes and agendas.

Drafting correspondence.

Host visitors to Future Academies, ensuring guests are escorted appropriately on their way in and out.

Providing refreshments and catering.

Screen and prioritise calls and handle enquiries with total discretion, ensuring that urgent matters are dealt with immediately.

Manage correspondence and filing systems (both paper and electronic)

Liaise in a professional manner with colleagues.

Responsible for ordering stationary and office supplies.

Provide periodic diary management and administration support to Sponsors.

Such other duties as from time to time may be required and are consistent with supporting the Executive Assistant, Chief Executive Officer and Sponsor.

**Communications – Working at the direction of the Executive Assistant:**

Draft high quality communication ensuring appropriate content, tone, brevity and consistency. Such materials include newsletters, parent communications, prospectuses, flyers, adverts, e-shots etc.

Where drafting has been done by the school, proof-read all communications prior to circulation.

Provide editorial direction, design and production for all school publications.

Design some material in-house such as parent and staff newsletters.

Proactively manage communications to ensure messages are not circulated without being proof-read.

Ensure all Trust staff receive regular bulletins – both for their school and for the wider Trust.

Ensure all marketing and communications material have a consistent look and feel that provides a clear and consistent message.

**Media relations:**

Manage the Trust’s social media output, including Twitter and Facebook.

Ensure all materials produced are in line with the Trust’s identity and quality assurance requirements.

Day-to-day management of the websites, planning and gathering material, selecting images, working with those who have content to be published. Editing, adding/updating content and ensuring a consistent approach across the Trust.

Liaising with the Data Protection Officer to ensure compliance.

Ensuring links and forms are working across all websites.

Identify news stories from within the schools and promote across a full range of media (internal and external)

Proactively working with staff across the schools to identify newsworthy activity.

Monitor all media coverage and report to the Executive Assistant as appropriate.

Respond to media enquiries including crisis communications.

Manage media relations and develop strong relationships with key education editors/correspondents locally and nationally.

Undertake any duties as required by the CEO and Executive Team.

**Skills and experience:**

Graduate calibre, or equivalent

Excellent working knowledge of the MS Office suite, particularly Word

Experience working with branded Word templates and adherence to corporate branding guidelines is essential

Strong project time management skills through effective scheduling and planning; ability to work under pressure to meet deadlines

High level of attention to detail and accuracy

Must convey excellent written, numerical and analytical skills

Self-starter with ability to manage their own time effectively.

*This is a newly created role and inevitably duties will develop and change. The successful candidate would therefore expect periodic variations to the job description.*

Future Academies is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service check is required for this post.

November, 2017