



**Middlesex Learning Trust  
and  
The Compton School**

**Job Description**

<b>Post:</b>	Executive Officer
<b>Reports to:</b>	CEO of Middlesex Learning Trust and Headteacher of The Compton School
<b>Grade:</b>	Scale Point 29-32 (£27,801 to £30,324)
<b>Hours of work:</b>	<b>Full Time (term time plus additional week(s) negotiable)</b>

**Purpose of Job**

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Middlesex Learning Trust is a new and successful Multi Academy Trust based at the outstanding and highly successful Compton School in North Finchley.

The Executive Officer is a new role joining the Trust and the School at a very exciting time of their development. The post holder will provide high quality administrative support for both the CEO and The Headteacher, ensuring the smooth and effective running of both the Trust and the School. (Please refer to the Person Specification for skills and experience needed).

The CEO also undertakes national work for the Department for Education and the Executive Officer will provide support for this too

**Main Duties and Responsibilities**

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**Executive Officer to the MLT CEO**

As above but also:

- Organise CEO diary including setting up and administering meetings
- Set up and maintain strategic documents for the Trust
- Produce presentations for Trust meetings

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- Liaise with Trustees and other Trust schools on behalf of the CEO
- Clerk to a Trust Committee
- Manage the CEO inbox
- Up keep of the Trust online portal
- Complete monthly expenses for CEO

#### **Support for national work of the CEO ( who leads a team of school leaders)**

- Set up and administer in-school and off site meetings (Central London and Watford)
- Budget management including producing a budget plan and subsequent reporting to the DFE
- Manage contracts including use of invoices and purchase orders
- Create, allocate and monitor any Expressions of Interest for further funding streams
- Main point of contact for information flow, collate and distribute data
- Maintain time log and storage of data for the CEO which will include involvement in audits

#### **Executive Officer to the Headteacher**

- Act as a first point of contact for Headteacher
- Manage Headteacher diary and calendar including setting up and administering meetings
- Set up, create and compile paper work including accessing online data
- Draft letters on behalf of the Headteacher
- Set up and organise external events at the school as required
- Liaise with external parties on behalf of the Headteacher
- Complete monthly expenses on behalf of the Headteacher

#### **Other**

- Budget holder of School Hospitality budget and associated activities
  - Management of Staff Association funds and associated activities
  - Manage the Compton office email address and distribute emails to the wider school accordingly
  - Support for other members of the Senior Leadership Team on events/meetings as required
  - Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities and grading of the post
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#### **Safeguarding Children:**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to DBS Barred list and Enhanced Disclosure checks.

#### **Promotion of school**

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- To make a **positive contribution** to the life of the school and exemplify the **school vision and values**
  - To promote, advocate and follow all **school policies**.
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#### **General**

- This job description sets out the main duties and responsibilities to this post and does not describe in detail the tasks required to carry them out
  - Such duties and responsibilities may be updated from time to time to reflect any changes to School HR procedures. Only significant additional duties or responsibilities as required by the CEO / Headteacher will render the grade of the post liable for re-evaluation
  - Much of the work undertaken within the School/Department is of a highly confidential nature. The post holder must at all times maintain confidentiality
  - The post holder must be aware of and understand the School's Safeguarding Policy and ensure at all times that the duties of the post are carried out in accordance with the policy
  - The post holder must be aware of and understand the School's Equality Policy and ensure at all times that the duties of the post are carried out in accordance with the policy
  - The post holder must ensure compliance with all health and safety legislation and associated codes of practice and school policies.
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