

**Job Description**

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| **Job Title:** | **Executive Assistant** |
| **Location:** | **TBC** |
| **Pay Point:** | **Grade 9, (SCP34 £31,371 to SCP39 £35,934)** |
| **Conditions of Service:** | **Support Staff Contract of Employment** |
| **Responsible to:** | **Chief Operating Officer** |
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**Main Purpose**

Responsible for the provision of Senior Executive level support. The role will require actively participating in varied work to support the wider Trust business strategy; leading and managing projects; writing bids; research and development; and high level administrative support as required.

**Main Duties and Responsibilities**

1. To support and assist the CEO, COO and Executive Leadership Team to discharge their duties on behalf of Shaw Education Trust.
2. To be responsible for ensuring that all Shaw Education Trust academies comply with all relevant laws and regulations and statutory requirements within areas of designated responsibility.
3. To co-ordinate, attend, collate, distribute agendas/papers and take minutes for the Shaw Education Trust Board.
4. To support the Company Secretary to ensure statutory compliance with the DfE and ESFA.
5. To coordinate, attend, and take minutes for ELT meetings.

1. To ensure appropriate meeting preparation and arrangements, agenda setting, reporting and ensuring actions are followed up accordingly.
2. To participate in project-work to support the wider business strategy and the achievement of the Trust annual goals.
3. To ensure all correspondence and relevant materials are produced in a high quality, timely and accurate manner.
4. To provide administrative services including diary management, booking meetings, planning events, organising travel and preparing travel itineraries, correspondence and prioritising emails for the ELT.
5. To prepare, research and collate sensitive and complex information as required.
6. To maintain and be responsible for an organised and appropriate manual and electronic filing system.
7. To provide a professional and polished point of contact for internal and external contacts at all levels. Be an ongoing point of contact with strategic partners ensuring information and communication is timely and appropriate at all times.
8. The management of correspondence on behalf of the CEO, COO and ELT as appropriate and agreed, which could include matters of policy, procedure and other strategic and confidential material.
9. To organise bespoke and relevant events and functions, leading the co-ordination and communication on behalf of the strategic management team.
10. To ensure that all relevant processes and procedures are adhered to within appropriate time-scales, including any document submissions, complex returns or forms issued to the Trust for the attention of the CEO, COO and ELT.
11. To uphold, support and maintain the highest level of confidentiality.

*Notwithstanding the duties in this job description; undertake any other duties and tasks within the scope and remit of this post to ensure the effective delivery and development of the service.*

**Person Specification**

**Executive Assistant**

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| **Attributes** | **Essential** | **Desirable** |
| **Qualifications** | * GCSE’ English and mathematics (minimum Grade C) * Educated to degree level, or equivalent | * Project management qualification |
| **Experience/**  **Skills** | * Minimum of 3 years experience as an Executive Assistant/Personal Assistant or similar, reporting directly to senior executives. * Advanced Microsoft Office skills, with an ability to become familiar with Shaw Education Trust specific programs and software. * Proficiency in collaboration and delegation of duties. * Strong organisational, project management and problem-solving skills with impeccable multi-tasking abilities * Exceptional inter-personal skills * Methodical, with good attention to detail. * Good written and oral communication skills and an awareness of different personality styles, preferences and audiences in all forms of communication. | * Experience of working in the education sector * Successful bid writing experience * Experience of writing high quality reports tor professional sector audiences * Experience of proof reading and copy designing and editing |
| **Personal Attributes** | * Customer focused. * Has a professional and respectful approach which demonstrates support and shows mutual respect. * Demonstrates active listening skills. * Takes responsibility and accountability. * Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to delivering effective provision. * Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. * Is committed to the provision and improvement of quality service provision. * Is adaptable to change and able to provide new ways of working to aid improvements. * Communicates effectively. * Has the ability to learn from experiences and challenges. * Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. |  |
| **Safeguarding** | * Enhanced DBS clearance * Motivation to work in an environment with children and young people and vulnerable adults. * Ability to enforce personal boundaries in an environment with young people and vulnerable adults. |  |



