





**Welcome from the CEO**

May 2021

Dear Applicant,

Thank you for taking an interest in the Exec PA to the CEO vacancy based at Central Services at Shelley College. I hope the materials enclosed in this pack give you a good sense of what makes the Trust a special place to work and provides the information you need about the post. It is with regret that in the current climate we cannot offer you a visit to Shelley College but please do not hesitate to contact us if you need additional advice regarding the post.

Our belief in “Valuing People, Supporting Personal Best” means we are committed to investing in our staff, to help them be happy at work, to provide the support they need to achieve the highest standards they are capable of and to offer the training or guidance they need to undertake their jobs effectively. For example, everybody is encouraged to use a personal development plan, to set their own objectives and to take responsibility for their own improvement priorities. We define effective leadership as “helping others to achieve their best” and that is what your line manager will try to do for you.

It is important to read the information provided carefully. We want you to be happy in the role you are applying for and committed to performing the job to the best of your ability.

I very much hope you are encouraged to apply for the position and look forward to meeting at the interview stage.

Yours faithfully,



**John McNally**

**The Trust**

SHARE Multi-Academy Trust is a charitable trust currently consisting of three secondary and five primary academies in West Yorkshire. Our academies are: Shelley College, Huddersfield; Royds Hall Academy, Huddersfield; Thornhill Community Academy, Dewsbury; Heaton Avenue Primary Academy, Cleckheaton; Millbridge Primary Academy, Liversedge; Woodside Green Primary Academy, Cowlersley; Lily Park Primary Academy and Luck Lane Primary Academy, Huddersfield.

More than six hundred people work hard across the Trust to ensure we provide the very best education and service across all our schools, from invigilators joining us for a few hours a year, through flexible part-time work to many full-time teaching and support roles.

At SHARE MAT, we aim to:-

* Encourage all our students/pupils to go beyond what they think they can achieve, to enjoy learning, helping them to lead healthy and happy lives;
* Equip our staff to deliver their best every day, our belief is that by Valuing People, Supporting Personal Best is the key;
* Ensure our staff are happy at work, taking pride in students/pupils progress and development;
* Deliver training and guidance relevant to job role so expectations are understood and staff feel motivated;
* Offer great benefits making us the employer of choice, including outstanding CPD, supportive line management and networking opportunities across the MAT to aid personal development.

**The Central Services Team**

The Central Services Team comprises of finance, human resources, payroll, ICT, compliance, premises and the newly formed corporate services. The central services team provide a comprehensive service across all academies in the trust so that academies can focus upon their core purpose which is to deliver consistently good teaching and learning in safe environments for our children and young people.

Corporate services provide a professional corporate service to support leadership across our academies including the CEO, The Trust Board, the Calderdale and Kirklees Teaching School Hub, headteachers and the senior leaders within the central team.



**Executive Personal Assistant Role Profile**

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| ­Role Title | Executive Personal Assistant | ***Reporting to*** | Corporate Services Manager |
| ***Section*** | Corporate Services | ***Responsible for*** | N/A |
| ***Contract type*** | Permanent | ***Band*** | Band G |

# Part A – JOB DESCRIPTION

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| ***Overall purpose of role*** | Deliver a professional and administrative support service, to include providing and coordinating support for the CEO, and the trust leadership team as required, working collaboratively with colleagues across the trust and external stakeholders. |
| ***Safeguarding Requirements*** | This post requires the post holder to work in settings with children and young adults. Any employment offer is therefore subject to the results of an Enhanced Disclosure from the Disclosure and Barring Service (DBS). People who may have contact with younger children (i.e. primary school age) are also required to complete a declaration about family or other members of their household.  Applicants must adhere to the MAT’s Safeguarding Policy and Equality and Diversity Procedure.  Applicants MUST complete the MAT’s standard application form to be considered, will be required to provide evidence of identity and qualifications and offers of employment will be subject to satisfactory references. For applicants who work or have recently worked in a school, one of the references must be from the headteacher. |

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| ***Responsibilities*** |
| **Supporting the CEO**   1. Manage the day to day operations of the CEO, providing effective and efficient administrative support for the CEO and other members of the trust leadership team/Teaching School Hub as required. 2. Prepare correspondence and other documentation within brand guidelines, proof read to the highest standard and deliver within appropriate timeframes, ensuring deadlines are always met. 3. Co-ordinate and deal appropriately with all incoming correspondence via email, telephone and letter. Respond on the CEO’s behalf in dealing with routine matters and undertake investigation into more complex issues in order to provide a briefing or draft a response. 4. Co-ordinate and manage the CEO’s schedule; anticipating workload, producing appropriate papers and ensuring the CEO has appropriate materials, briefings, agendas and action checklists, as required. 5. Work with the Corporate Services Manager to provide a professional interface between the CEO and a range of senior stakeholders, including directors, governors, trust leaders, regulatory bodies and external agencies. To prepare reports, draft committee papers and other documents, including the collation of a range of data. 6. Provide full support for senior level trust meetings, such as the Executive Committee and the Trust Leadership Board and other meetings deemed appropriate by the Corporate Services Manager and/or CEO. This will involve organising meetings, producing and distributing papers in a timely manner, following up on outstanding actions, taking minutes and ensuring additional attendance where required. 7. To undertake data inputting and the manipulation of data to produce reports and statistics. 8. Organise travel arrangements nationally (and internationally) to ensure best value for money and best use of time. 9. Prepare monthly expense claims for the CEO. 10. Prepare rooms and arrange catering for meetings and events where appropriate.   **Supporting the Corporate Services Manager**   1. Support the Corporate Services Manager to deliver strategic priorities, drafting correspondence, preparing briefing papers or undertaking other initial research as required. 2. Contribute to the planning and development of administrative services across the trust. 3. In line with the trust marketing plan, provide an effective communications and marketing service. Ensure key messages are shared with external stakeholders, such as potential trust members, parents and external groups. Ensure websites are current and updated frequently with news stories and social media posts are regular, appropriate and informative. 4. Have timely reminders in place to ensure the suite of trust policies are reviewed and maintained in accordance with the review schedule and new and/or renewed policies are distributed and shared in accordance with statutory requirements.   **Other / Personal**   1. Ensure strict confidentiality is demonstrated when dealing with sensitive issues, applying professional judgement and discretion at all times. 2. Any other duties commensurate with the grade and post as agreed with the Corporate Services Manager and CEO, and flexibility to support colleagues across the corporate services function as required. |
| ***Dimensions*** *(Financial/Statistical/Mandates/Constraints/No. of direct reports)* |
| * Range of Teachers / Support Staff approx. 800 * Range of pupils approx. 6000 * Number of sites approx. 9 |
| ***Work/Business contacts*** |
| **Internal:** All teachers and support staff; pupils, senior staff across the trust; headteachers; directors; governors. |
| **External:** Parents and families, local authorities, other schools and academies, DfE, marketing agencies. |

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| **Qualifications, Skills, Experience & Knowledge** | **Essential** | **Method of Assessment**  (Application/ Interview/Test/Other) |
| 1. Strong numeracy and literacy skills are essential. Educated to A’ level standard is desirable but not essential. | **✓** | Application/Test |
| 2. Educated to A’ level standard or equivalent qualification. | **✓** | Application |
| 3. Exemplary proof-reading and presentation skills are essential. | **✓** | Application/ Interview/Test |
| 4. Substantial experience of undertaking equivalent work in a busy, deadline-driven environment. | **✓** | Application/ Interview/Test |
| 5. Evidence of a good understanding and awareness of the key issues affecting education. |  | Application/ Interview |
| 6. Able to provide an effective interface between the CEO and his internal and external stakeholders, building trust and confidence with a range of senior colleagues, including in relation to confidential and sensitive matters. | **✓** | Application/ Interview |
| **Performance Attributes**  Please note that all the following criteria are **essential**. | | **Method of Assessment** (Application/ Interview/Test/ Other) |
| **Planning and organisation**  7. Self-reliant, proactive and able to take responsibility for defined areas of work and display initiative in solving problems with minimal intervention, support and guidance. | | Application/ Interview |
| 1. Proven ability to organise, prioritise and co-ordinate workloads within an environment of competing demands and deadlines including the ability to balance long and short term programmes of work. 2. Ability to recognise political urgency/sensitivity and respond appropriately. | |
| **Teamwork** |  | Application/ Interview |
| 10. Able to build effective working relationships and work across teams, collaborating with colleagues from across the wider organisation. | |
| **Communication**  11. Evidence of excellent interpersonal and communication skills (written and verbal) to establish professional and credible relations with senior stakeholders, staff, students and external contacts. Including the ability to deal with a wide range of correspondence, research and prepare reports, briefings and complex responses using a range of IT packages to a high standard. | | Application/ Interview |
| **Creativity and innovation**  12. Evidence of using own initiative to find improved ways of working, and using professional judgement in responding effectively to fast changing priorities or unexpected situations. | | Application/ Interview |
| **Values**  13. Demonstrate personal and professional integrity including modelling vision and values. |  | Application/ Interview |
| **Additional Requirements**  14. Has a full current UK/European Driving licence with access to private transport, prepared to use for business purpose  15. Offers flexibility to the needs of the trust, willing to work occasional evenings or early morning starts. |  | Application/  Interview |

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| Structure |
| Corporate Services Manager  Exec PA to the CEO |

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| Signatures |
| Approved by : CEO    Approved by : Post Holder/or Representative |

Revised May 2021

To apply, please complete an application form on the TES website, which can be found on our career site here: <https://www.tes.com/jobs/employer/-1082675>

**Closing date: 24/05/2021 at 9.00am**

