



LAURUS

TRUST

Job Description & Person Specification

Executive assistant to
Chief Financial Officer & Chief Operating Officer



Executive Assistant to CFO & COO

Salary: Scale 4 (from 1 April 2019 SCP 7-11)
Location: Laurus Trust HQ based at Cheadle Hulme High School
Start Date: As soon as possible
Hours: 37 hours a week, Term Time Only + 2 weeks

Purpose of the Post

To support the CFO & COO with organisational and administrative tasks so that they can maximise time spent on strategic tasks and delivery. The post holder will work closely with the CFO and COO to provide a high quality, confidential and professional administrative, diary management and secretarial support service.

Reporting to: Chief Financial Officer & Chief Operating Officer

Key areas of responsibility:

- Managing demanding work schedules, anticipating and coordinating meeting arrangements and diary management
- Implementing and maintaining efficient procedures/administrative systems
- Acting as a first point of contact, screening phone calls, emails, enquiries and requests, and handling them when appropriate whilst maintaining confidentiality
- Dealing with incoming email and post, corresponding on behalf of the CFO and COO
- Proof reading, producing documents, briefing papers, reports and presentations in accordance with the Trust 'house style'
- Raising orders through the Trust financial management system as required
- Organising, minuting and attending meetings and preparing any necessary documents
- Liaising with the Executive team, Heads of School, senior leaders and other staff
- Arranging quotes from suppliers and coordinating contracts
- Assisting with day to day operational tasks across the Trust
- Supporting on specific projects with research and input as required
- Supporting the updating and implementation of the Trust's Business Continuity Plan and Risk Register
- Supporting the collation and maintenance of a centralised contracts management system
- Supporting the collation and maintenance of an asset management system and ensuring this is audited in line with Trust policy.
- To provide cover for Trust HQ Reception as required.

General responsibilities:

- To fulfil personal requirements, where appropriate, with regard to Trust policies and procedures, health, safety and welfare, emergency, evacuation and security.
- To take responsibility for promoting and safeguarding the welfare of students in the Trust schools.
- To work positively and inclusively with colleagues so that the Trust provides a workplace and deliver services that do not discriminate against people on the grounds of their age, sexuality, religion or belief, race, gender or disabilities.
- To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities.

Person Specification

| ATTRIBUTES | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
|---------------------------|---|---|--|
| 1. Education and training | <p>Minimum Maths & English GCSE (A*-C) or equivalent</p> <p>Evidence of further professional training and development</p> | Educated to degree level | Application form |
| 2. Relevant Experience | <p>Proven administrative experience</p> <p>Experience of working with confidential and sensitive information</p> <p>Experience of managing and prioritising high volumes of work, providing support to multiple stakeholders</p> | <p>Personal assistant experience</p> <p>Experience of working in the education sector</p> <p>Experience of working in a challenging, fast paced environment</p> | Application form / supporting statement / interview / task |
| 3. Knowledge and skills | <p>A proactive and can-do attitude at all times</p> <p>Strong technical skills, especially Microsoft based applications including Word and Excel</p> <p>Excellent influencing and communication and writing skills</p> <p>Excellent organisational and administrative skills, self-motivated with an ability to act on own initiative</p> <p>Ability to remain calm under pressure, consistently delivering work to a high standard</p> <p>Personal integrity with an ability to preserve confidentiality</p> | | Application form / supporting statement / interview / task |

JE March 2019

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.



Laurus Trust
Cheadle Hulme High School
Woods Lane, Cheadle Hulme
Cheadle, SK8 7JY

laurustrust.co.uk