



## **JOB DESCRIPTION**

**NAME:**

**POST:**

**Executive Education Assistant**

**GRADE:**

**Grade 8 SCP 27 – 30**

**RELATIONSHIPS:**

Our Executive Education Assistant will be a key leader within the Trust central team, ensuring effective administration between our education team, across academies and throughout our Trust.

**PURPOSE:**

Our Executive Education Assistant is a permanent role within our team. They will lead on supporting our Trust's Executives by managing their schedules, communications, and administrative tasks to enhance their efficiency and productivity. This role involves coordinating meetings, handling correspondence, preparing reports, minute taking and often taking on project management duties.

They will need to have excellent attention to detail and organisational skills.

They will be able to prioritise and organise their own working day.

From time to time, they may also be required to support wider initiatives and projects, which fall outside of the duties outlined in this job description.

We want you to share our ambition and drive to provide the very best for our students and lead us to become the employer of choice.

**MAIN DUTIES & RESPONSIBILITIES:**

**ADMINISTRATIVE SUPPORT:**

- Leverage and support our executive education team to deliver on their outcomes.
- Manage our executive's calendars, schedule meetings, and coordinate appointments.
- Co-ordinate incoming and outgoing mail and electronic communications.
- Assist by providing proactive administrative support to our Trust Central Office Team.

- Organise, forward plan and schedule administration and calendar events working with our Central Office Administrator and Executive Assistant.
- Support with ordering, budget planning/preparation and expense tracking.
- Assist our executive team with reports and summaries for executives' review.
- Co-ordinate / cover the reception duties in the absence of the Central Office Administrator.

### **COMMUNICATION AND COORDINATION:**

- Lead on demonstrating excellent communication, reflecting our Trust values.
- Contribute to, and enhance, our welcoming, professional and engaging Trust ethos.
- Welcome stakeholders and build positive relationships with those who make contact through phone call or email.
- Be part of the team to plan and coordinate events, meetings and conferences.

### **EVENT PLANNING:**

- Leverage and support our Trust Central Office Team events, Trustee events, meetings, and conferences as required by the Executive team.
- Leverage and support event logistics, including venue selection, catering, and guest coordination.

### **PROJECT WORK:**

- Support various project work, assisting with planning and leading as directed by our Executive Team / Executive Assistant.
- Collaborate with our Executive Team and the wider Senior Leadership, coordinating internal and external stakeholders, to ensure project objectives are met.
- Produce training packs and materials for training and staff development.

### **GENERAL:**

- To promote and support AE's culture and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact within accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and Academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Trust Data Protection Officer (DPO) at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Estates Director immediately
- Undertake Safer Recruitment training, supporting Executive Team recruitment and personnel matters as required.

**ADDITIONAL INFORMATION**

Throughout our Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of the Trust.

**Signed:** ..... **Date:** .....  
**Post Holder**

One copy to be retained by member of staff and one kept on the employee's file.

**Authentic Education Group is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974.**