

**Executive
Assistant
to
CEO**

**Application
Pack**

**BLESSED EDWARD
BAMBER
CATHOLIC MULTI
ACADEMY TRUST**



Blessed Edward Bamber
Catholic Multi Academy Trust

Closing date:
Monday 13th November 2023

Shortlisting date:
Wednesday 15th November 2023

Interview Date:
Thursday 23rd November 2023



Diocese of Lancaster
Education Service
Euntes in mundum

CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Executive Assistant at the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT).

This is a fabulous opportunity for you to join us and work with a fantastic group of committed staff who believe strongly in education and working to improve the life chances of our children and young people.

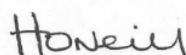
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of the children and young people can 'belong, engage and become' – and reach their full potential by realising their God-given talents.

The Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. We are a values-driven Trust. Our core values of Trust, Respect, Faith, Hope and Service are our hallmarks. These values underpin all of our relationships; between staff, pupils, families, our wider parishes and local communities.

In our Trust, we welcome people who share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve.

If you believe you have the knowledge, skills and experience to make a positive contribution then we would welcome an application from you.

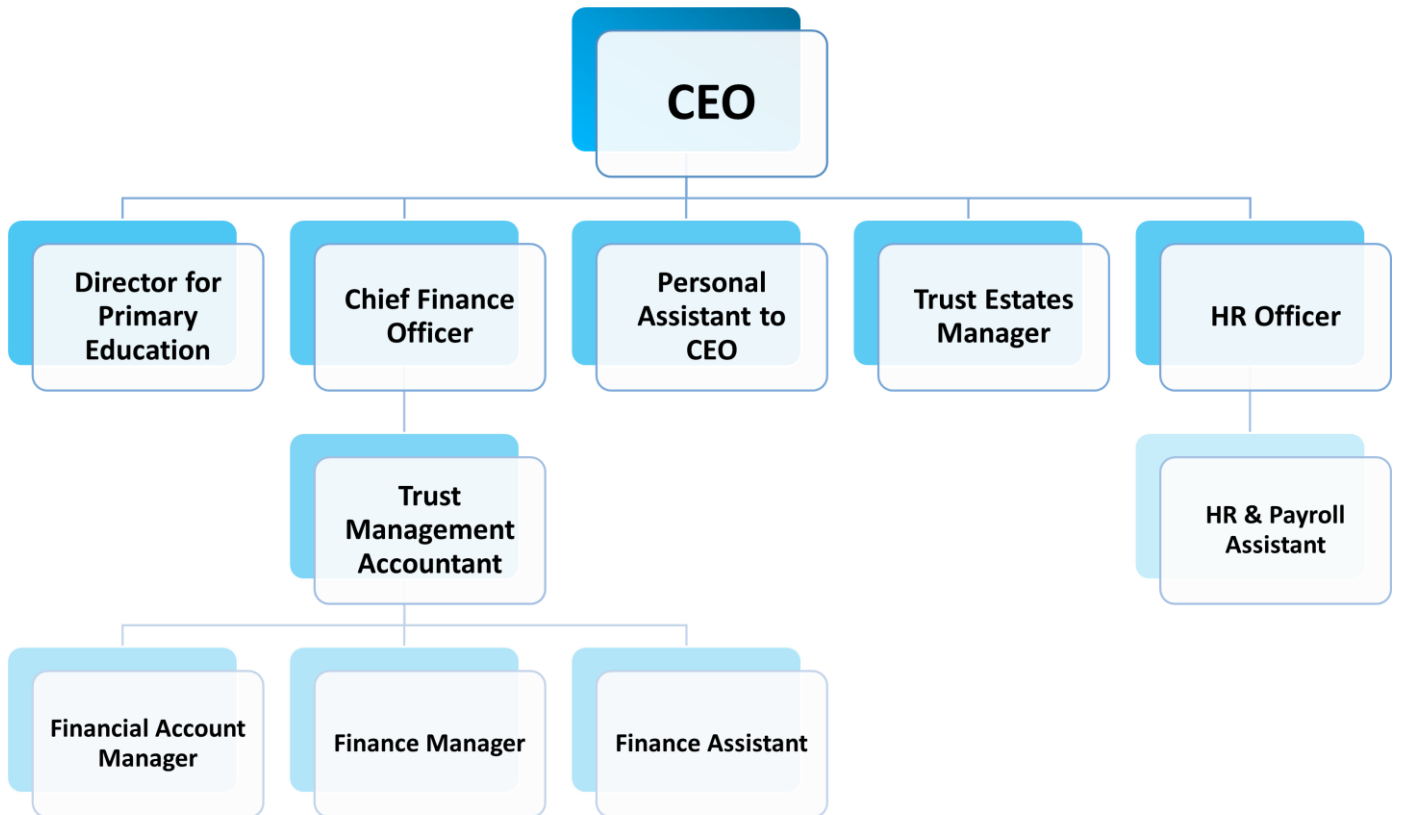
Yours sincerely

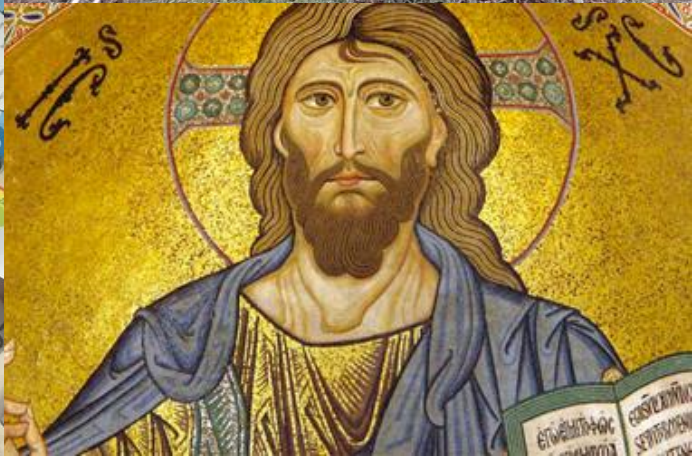


Helen O'Neill

Chief Executive Officer

Central Team





“TRUST RESPECT FAITH HOPE SERVICE”

Trust Schools



Christ the King
Catholic
Academy



Sacred Heart
Catholic
Primary School



St. Cuthbert's
Catholic
Academy



St. Kentigern's
Catholic
Primary School



St. Mary's
Catholic
Academy



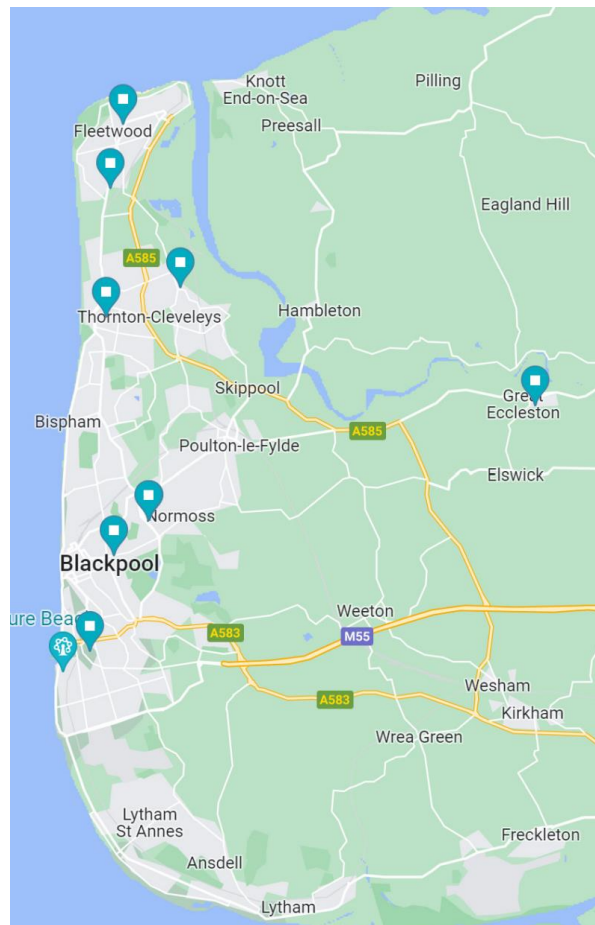
St. Mary's
Catholic
Primary School



St. Teresa's
Catholic
Primary School



St. Wulstan's &
St. Edmund's
Catholic
Academy



How to apply

Applicants must complete the CES application form.

Please use the personal statement section of the application form to provide evidence of how you fulfil each requirement listed on the job description and person specification.

Your application should be addressed to the HR Officer, Mrs. A. Daly and can be submitted electronically to recruitment@bebcmat.co.uk . Telephone number for enquiries: 01253 446938 or mobile: 07380461330.

We will acknowledge receipt of your application.

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Post Details:

Grade: H1, scale points 27 - 30

Salary: £33, 820.00 to £36,298.00 pro rata – pay award pending

Contract: Permanent

Hours: To be negotiated with a minimum of 22.5 hours per week term time only plus 5 days

Start Date: Autumn Term 2023

Job Description

Executive Assistant to the CEO

Main purpose of the role:

To provide high level, professional executive assistance and administrative support to the Chief Executive to enable them to operate effectively in their role.

The post holder will support, organise and manage administration, support systems and other activities that enable the effective running of the Trust.

The majority of the work will support the delivery of the Trust business plan, however some Academy based work may be required to support individual Academies.

The Executive Assistant to the CEO will work in areas such as diary management, communications, governance support and general office management duties. There may also be some specific support for specialist functions such as finance or human resources. The PA will lead on Trust projects and on the development of Trust documentation.

Key accountabilities and responsibilities:

- Proactively manage and co-ordinate the Chief Executive Officers diary, accommodating regular complex schedule changes and identify diary conflicts so that key deadlines are met and responsibilities fulfilled as efficiently as possible.
- Occasional travel with the Chief Executive Officer to meetings as necessary.
- Organise travel arrangements to ensure value for money and best use of time.
- Produce a weekly itinerary to enable briefing papers to be prepared for the Chief Executive Officer.
- Oversee the operation of the Trust central office, book and prepare meeting rooms to ensure adequate supplies at all times and welcome visitors.
- To act as first point of contact dealing with all correspondence and phone calls.
- Ensure the provision of a comprehensive secretarial service including, minuting, word processing a wide variety of documents and policies, drafting letters, photocopying and scanning.
- Maintain effective filing and data storage, including emails and retrieval systems ensuring the organisation of key documents.
- Arrange catering for meetings and events where appropriate.
- Preparing rooms for meetings and welcome visitors.
- Monitor a number of trust mailboxes, ensuring emails are acknowledged and forwarded in a timely manner.
- Organise and arrange events such as school visits and speaking engagements.
- Development of core Trust policies.
- Work with all members of the Trust team to plan and organise events such as the Trust's Inset Days and other strategy days.
- Research and collate statistics, create presentations and collect information to ensure the Chief Executive is fully prepared for meetings.
- Organise and have oversight of the Trust policy renewal schedule, ensuring key deadlines for review are met.
- Respond to communications on behalf of the CEO, signposting queries and issues to initiate appropriate action in order to ensure a timely response.
- Attend meetings across the range of schools to minute/take notes.

Job Description

Executive Assistant to the CEO

- Provide administrative support to Trust meetings as and when required. Prepare agendas, attend and record minutes for meetings as directed by the CEO. Prepare and track actions and follow up on outstanding actions in advance of meetings.
- Work in conjunction with the Governance team regarding Trust arrangements.
- Work with all members of the Central Team to maintain and develop effective administrative systems to ensure a high level of confidentiality and efficiency.
- Work with all members of the Central Team to develop and improve systems, policies and initiatives in line with the trust development plan.
- Build effective and collaborative working relationships with internal and external stakeholders sharing best practice and knowledge.
- Have an awareness of the Educational landscape and its implications for planning meetings and the impact on the work of the CEO and Trust Central Team.
- Actively collate information and design the Trust newsletter.

General

- Attend Trust events as required.
- Attend relevant meetings and training sessions.
- Ensure compliance with all relevant policies and legislation.
- This job description sets out the main duties and responsibilities of this post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder and may involve carrying out wider tasks for the Central Trust Team commensurate with the grade and post.
- Demonstrate a calm and professional attitude at all times whilst maintaining professional relationships.
- Provide reports for Senior Management as required.
- Undertake any other appropriate duties as required to support the CEO to enable them to fulfill their role.
- Carry out all duties with complete discretion and a high regard for confidentiality.

Continuous learning:

- Keep up to date with best practice, knowledge sharing within the team to ensure continuous development and improvement in the service offered.

As a member of staff of The Trust:

- Role model appropriate behaviours within a professional environment including conduct, communication, and personal appearance.
- Role model elevated levels of literacy and numeracy including modelling appropriate language.
- Aspire to develop own professional skills and qualifications.
- Use all forms of social media appropriately.
- Take responsibility for the reputational management of all sites across the Trust.
- Contribute to systems of evaluation and performance of the organisation positively.

Person Specification

Executive Assistant to the CEO – Person Specification

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Good prior educational attainment at a minimum of A-level or NVQ level 4 in an appropriate vocational area. 	<ul style="list-style-type: none"> • Qualified to a degree level.
Experience, Knowledge and Skills	<ul style="list-style-type: none"> • Outstanding interpersonal skills including listening and communication. • Significant and proven experience of administrative work. • Experience working as a personal or executive assistant. • Excellent organisational skills and ability to manage conflicting deadlines. • Strong IT and literacy skills including use of Microsoft Office and ability to touch type. • Ability to establish courteous professional relationships with colleagues at all levels. • Ability and confidence to work using own initiative. • Ability to ensure confidentiality of information. • Accuracy of work and attention to detail. • Excellent professional skills and proven ability to work and build good relationships with a variety of stakeholders. • Ability to recognise political urgency/sensitivity of email/phone calls in order to alert the CEO or appropriate person in a timely manner. 	<ul style="list-style-type: none"> • Experience of working within a school, local authority or MAT. • An understanding of school/education settings.
Values and Personal Competencies	<ul style="list-style-type: none"> • Discreet, trustworthy, reliable and responsible. • Clear understanding and working knowledge of BEBCMAT, its ethos and value partners, relevant systems and procedures. • Committed and enthusiastic to learn new skills. • Demonstrate personal and professional integrity, including modelling values and vision. • Willingness to contribute new innovative ideas. • Respect confidentiality and the sensitive nature of working in Central Trust Team. • Flexible and well-organised approach to work and able to prioritise workload. 	<ul style="list-style-type: none"> • Strong adaptability to change and development. • Committed to the values and vision of the Trust. • Team focused with the ability to work independently and take initiative. • Committed to equality, diversity and inclusion. • Strong morals, ethics and sound judgement. • A role model of the Trust's values.

Safeguarding Information

Introduction

The Blessed Edward Bamber Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children, including 'Keeping Children Safe in Education' guidance. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

Application Stage

All applicants are scrutinised to verify identity and academic qualifications, Professional references are requested using our standard pro-forma for short-listed candidates. As a minimum, references should be from the two most recent employers and a Parish Priest if applicable. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma makes reference to suitability to work with children and young people. The application form requires applicants to complete a disclosure of any criminal convictions.

Short listing

Only those candidates meeting the criteria outlined in the person specification will be short listed. All short-listed candidates will be subject to an online search as part of our safer recruitment due diligence.

Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview.

Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other pre-employment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

Probation

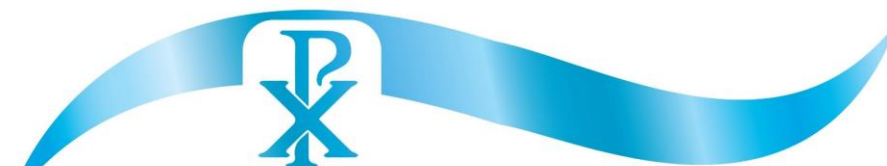
All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

Equal opportunities

BEBCMAT recognises the value of, and seeks to achieve a diverse workforce. BEBCMAT takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. The Trust is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

General Data Protection Regulation

BEBCMAT is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment, the employee is agreeing to the Trust processing their personal data, including 'sensitive personal data' as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administrations, as well as complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available on request from the CFO.



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