

Role	Grade	Reports to
Executive Assistant (EA)	7	Executive team

### **Main purpose of the job:**

To act as Executive Assistant to the Executive Leadership Team (ELT) in meeting the varied and changing administrative and organisational needs of the Trust.

To be responsible for the administration and production of governance documents as directed by the Executive leaders of the Trust.

To lead on GDPR compliance for the Trust, working closely with Schools and the Trust's DPO.

To provide and maintain effective administrative support systems for the Executive Leadership Team, including the scheduling and recording of meetings, support for of the recruitment and induction of Trustees and governors, monitoring of terms of office, monitoring of attendance at meetings and clerking of formal meetings as required.

To work collaboratively with all staff and parents in order to support pupil wellbeing and to promote the vision, ethos, culture and policies of the Trust.

### **Key relationships:**

The main contacts of the job are; Chair of the Board of Trustees, Chief Executive Officer/Executive Headteacher, Chief Operating Officer (COO), Trust Leadership Team (Executive Headteachers, Headteachers), Chairs of Trust sub-committees, Local Governing Bodies, Governors, school employees, national and local organisations, members of the public and other external agencies.

**Please note that whilst this job description gives an indication of the key responsibilities, it is not intended to provide an exhaustive list.**

### **Main accountabilities**

#### **Effective Administration**

- To support the Trust Executives in the smooth execution of both their professional calendar and the overall Trust calendar
- Provide a professional and highly effective administrative service for high level meetings, including comprehensive minute-taking and distribution of documents to participants
- To respond independently to correspondence and produce complex and confidential reports, minutes and letters to a high standard and to proofread documents as needed
- To monitor and respond to the Trust email account
- To support the Trust team in financial administration
- Administration of policies, ensuring Trust policies are published and reviewed according to statutory requirements and Trust renewal schedules
- Ensure accuracy and confidentiality of information produced relating to the administration of the Trust
- To liaise with applicants, Headteachers and HR colleagues to support the recruitment and vetting of Trustees and governors

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- To ensure accurate records are maintained detailing terms of office, attendance at meetings and training for Trustees and governors and this information is shared as appropriate with administration, HR and communications team colleagues
- To clerk formal meetings as required
- To audit the GIAS (Get Information About Schools) records for the Trust and Trust schools and ensure any updates are made in a timely manner
- To proactively support the Executive leaders in preparation for each Trust Board meeting, committee meeting, or panel meeting and support the production of background papers and reports for the meeting
- To collate and review the minute of the meetings, reviewing the agreed actions and timescales and supporting the Executive leaders with ensuring actions are completed
- To follow up resolutions and queries of the Trustees and liaise with relevant support services and other relevant Officers, as required on issues arising before and after the meeting on behalf of the Executive leaders
- To maintain records of formal Trust communications
- To maintain archive materials
- Provide leadership and guidance for support staff, including direct line management responsibility where appropriate

## **Governance and compliance**

- To provide legislative/procedural guidance and advice to the Trust Board/Trustees/Trust Leadership team on matters relating to the governance of schools
- To keep up to date with legislative and procedural changes and advise the Trust Board accordingly
- To ensure compliance with the Trust Scheme of Delegation and Academy Trust Handbook
- To provide timely and accurate advice in response to queries from Trustees/Governors, drawing up guidance from the relevant third parties as appropriate
- Advise on the annual calendar of Trust and committee meetings and tasks in consultation with Trustees and governing bodies
- To prepare and send new governor induction materials and ensure they have access to key documents
- Offer advice on best practice in governance
- To keep the Governance information on the Trust website up to date, ensuring compliance with DfE requirements
- To oversee GDPR for the Trust, ensuring compliance with legislation, working closely with schools and the Trust's externally appointed DPO

## **Membership**

- To follow procedures relating to the appointment/resignation of Trustees and Governors
- Advise in advance of the expiry of a Trustee's term of office, so appointments can be organised in a timely manner
- Maintain a register of Trustee pecuniary interests and ensure the record of business interests is reviewed regularly and lodged appropriately
- Ensure arrangements are in place for vetting including Disclosure and Barring (DBS) checks on any governor or Trustee, when it is appropriate to do so
- Maintain a record of training undertaken by members of the Trustees
- To maintain up to date contact information for the members of the board/committee/governing bodies
- To maintain copies of current terms of reference and membership of any committee and working parties and any nominated Trustees / governors e.g. Child Protection, SEND
- To conduct skills audits and advise on training requirements and the criteria for appointing new governors

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**All employees in the Trust are expected to:**

- Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement <https://prospere.org.uk/about-us/vision-values>
- Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate
- Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person
- Promote and act in accordance with the Code of Conduct and all school / Trust policies including the Health and Safety Policy, Equality Policy and Data Protection Policy
- Effectively represent the Trust when liaising with contractors and outside agencies/organisations
- Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents, and colleagues
- Take responsibility for personal professional growth and development, keeping up to date with national research, engaging proactively with nationally recognised career frameworks and professional organisations
- Attend Trust and school events as required and make a positive contribution during such events
- Attend regular meetings before and after Trust hours, including morning briefings
- Carry out duties other than those listed in the job description under the direction of the CEO where the post holder has appropriate qualifications and has received appropriate training

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification	Essential / Desirable	Assessment stage
<b>Qualifications</b>		
Relevant Business Administration qualification	Desirable	Application
A command of spoken English which is sufficient to enable the effective performance of a public-facing role (relevant qualification if applicable)	Essential	Application, Interview
Accreditation in Clerking of School and Academy Governing Boards (National Governance Association)	Desirable	Application
<b>Knowledge and Experience</b>		
High standard of numeracy and literacy skills ensuring effective written communication and reporting	Essential	Application, Task
Excellent IT skills and ability to operate various software packages and IT systems	Essential	Application, Task
Understanding of school leadership structures and frameworks, the role of governing bodies and relevant external agencies	Essential	Application, Interview
Ability to take responsibility for producing accurate documentation, working with diligence, focus and pace to meet deadlines	Essential	Task
Ability to interpret complex legal advice, communicating the relevant guidance effectively	Essential	Application, Interview
Demonstrates discretion in dealing with confidential and sensitive issues	Essential	Application, Interview
Experience of providing support to school/Trust leadership or governance teams	Desirable	Application, Interview
<b>Behaviours and Values</b>		
Demonstrates a collaborative, team working approach focused on improvement and supporting the vision, values and objectives of the organisation	Essential	Application, Interview
Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection	Essential	Application, Interview
Demonstrate a commitment to maintaining and developing professional knowledge and skills	Essential	Application, Interview
Tact and diplomacy in interpersonal relationships with all stakeholders, demonstrates understanding of customer care principles	Essential	Application, Interview
To be flexible and able to adapt and prioritise appropriately, using initiative where appropriate	Essential	Application, Interview
Effective staff motivation and development, including establishment of a positive performance management culture	Essential	Application, Interview

### Review and Amendment:

This job description is normally reviewed annually as part of the appraisal cycle. If significant changes are required, it may be amended following an individual consultation process.

All staff are expected to carry out their duties with due regard to current and future Trust and school policies, procedures, and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communication.