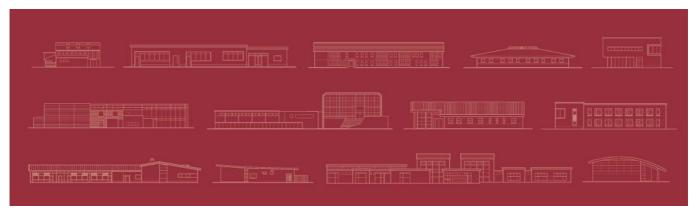






SPENCER ACADEMIES TRUST



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Welcome

The Spencer Academies Trust is a major Multi-Academy Trust—and fast-growing educational charity based in the East Midlands. As a deliverer of education services and provider of outstanding primary and secondary schools in some of the most challenging education 'opportunity areas' in the country, we exist for one purpose: to create life opportunities for the approaching 16,000 children and young people in our care.

Over the last eighteen months, the Spencer Academies Trust has been on a remarkable journey, which has included bringing existing and new schools into our family; branching out into specialist provision and continuing to grow our training, development and consultancy services. We have been recognised as one of the most successful education trusts in the country for the progress made by children and young people in Spencer schools, and through our curriculum leadership and internal Research School in the Derby Opportunity Area, are developing as an important voice in national education policy.

Our delivery depends on challenging ourselves to outstanding provision across all of our service areas. From the progress in our schools to our ground-breaking sustainability goals, we are and expect to be an exceptional organisation. An employer of choice in vibrant Nottingham, we attract the very best staff in our sector and are known for supporting colleagues through their own development journey.

And now we need someone to coordinate our delivery of outstanding education services.

The Executive Assistant & Project Officer in the Office of the Chief Executive is a newly created role likely to appeal to an ambitious education administration/ policy or operations professional at the outset of their career.

As Executive Assistant & Project Officer you will sit at the heart of an education charity with over £100m in annual revenue. A crucial cog in the machine, you will professionally support the CEO, ensuring that the office is running at pace, and have day-to-day oversight of exciting projects include the launch of new schools, development of education services through our project management framework and contribution to national education policy.





SPENCER ACADEMIES TRUST

A combination of events-planner, natural communicator and project manager, you will be the first point of contact for the CEO's office and for our Board of Directors. Working closely with executive leaders and with departmental leads in operations, communications, governance and other functions, you will help to connect the different elements of our work. A natural multi-tasker, you must be able to keep multiple plates spinning in a complex and highly-regulated environment in which your decisions and actions will have an immediate and measurable impact on the lives of young people.

Our intention is that the Project Officer position is a growth role designed to create a SAT leader of the future. We are looking for an exceptional candidate accordingly. In return, we offer a genuinely warm and supportive working culture and range of additional working benefits for an applicant with a demonstrable commitment to our organisational goals, a genuine sense of mission, and the appetite to progress.

The role offers a unique and exciting opportunity for a talented, pro-active, multitasker to use their skills, knowledge, and experience to provide an efficient and effective executive support to the Chief Executive, and act as project officer for our regional Academy Trust.

We are driven by the values and principles of working in collaboration and together we share high expectations across all areas of our work. Unashamedly, we maintain a hard-edged focus on results and outcomes but balanced with the optimal development of the whole child, so we really can deliver the best start for all our children and young people in a culture of no excuses: we believe everyone can achieve.

Employees within our Trust belong to a strong community of collaboration and benefit from a wide range of networks, support and development opportunities. Those we recruit will need to demonstrate that they share our values, are highly motivated to work with all our stakeholders and colleagues, and continually develop their skills, in pursuit of personal and professional excellence.

If you feel you can meet the challenge and be part of a successful and dynamic team, then we would be delighted to receive your application.





Our Family of Schools:

School	Phase	Date joined the Trust	Current Ofsted Grade	
George Spencer Academy	S	1 September 2010	Outstanding, May 2015	
Chetwynd Primary Academy	Р	1 April 2012	Good, July 2018	
Wyndham Primary Academy	Р	1 September 2012	Outstanding, May 2014	
Fairfield Primary Academy	Р	1 September 2013	Good, July 2016	
Portland Spencer Academy	Р	1 February 2014	Good with Outstanding for Leadership & Management, Personal Development, Behaviour & Welfare, January 2017	
Glenbrook Primary School	Р	1 April 2014	Good, February 2017	
Sunnyside Spencer Academy	Р	1 May 2014	Good with Outstanding for Leadership and Management, July 2017	
Heanor Gate Science College	S	1 September 2014	Good, March 2017	
Long Field Academy	S	1 April 2015	Good, February 2018	
Inkersall Primary Academy	S	1 September 2015	Requires Improvement with Good for Leadership & Management and Early Years provision, May 2018	
Derby Moor Community Academy	S	1 January 2018	Good, December 2017	
John Port Spencer Academy	S	1 February 2018	No inspection since conversion	
Rushcliffe Academy	S	1 October 2018	Outstanding, February 2014	
Arnold Hill Academy	S	1 October 2018	No inspection since conversion	
Farnborough Academy	S	1 October 2018	No inspection since conversion	
Hilton Primary	Р	1 October 2018	Good, July 2014	
Ashwood Spencer Academy	Р	Joined 1 November 2018	No inspection since conversion	
Mease Spencer Academy	Р	Opening September 2019		
Chellaston Fields Spencer Academy	Р	Opening September 2019		
Sharphill (Spencer) Academy	Р	Opening September		





Clover Leys Spencer Academy	Р	Opening September 2021	
Highfields Spencer Academy	Р	Opening September	



Mission, Vision, Beliefs & Behaviours

To improve the life chances of children and young people by raising aspiration and fulfilling potential, challenging and supporting all the schools within the Trust on their journey to and beyond outstanding and to achieve this by developing world-class system leaders.

Mission

Our Mission is to provide high quality education and deliver the best possible outcomes for children and young people, with an ethos based on our unshakeable ambition to be a high performing academy sponsor of outstanding schools. We strive to be a highly effective organisation, which values and promotes high aspiration, working in partnership and shared responsibilities. We regard all of our stakeholders, students, parents and staff as one team.

Vision

The Spencer Academies Trust is an exceptional Trust, which provides an outstanding education for local children. Our Trust is a model of national excellence. We work collaboratively to achieve the best possible outcomes for all young people, in an environment where partnership is valued and success is celebrated. Our education delivers real life experiences for students, promotes independent enquiry and stimulates intellectual curiosity; whilst developing a strong sense of individual responsibility and a personal belief and confidence. All of our students fulfil their potential and make unparalleled progress. They are fully prepared for the next phase of their education and have unrivalled opportunities to become future leaders.





We Believe:

- All children have a right to a quality education regardless of background or ability, and have an
 entitlement to the opportunity of a secure progression route in their learning and development.
- Schools are stronger when they work in collaboration with each other, operate within a 'family' and are open to a true sense of partnership.
- We grow the effectiveness and sustainability of our schools by developing the people within them, and that through shared and equitable responsibility for quality and outcomes; we achieve more.

Our Trust Behaviours

- Straight talking and sincere
- Love to deliver
- Obsessive about detail
- Strive to do it differently
- Share responsibility, celebrate success together

Our Leadership Behaviours

- Leadership by example
- Passion for people
- Coaching not critiquing
- Understand your impact
- Having humility







About the Role

We are looking to appoint a talented, pro-active, multitasker to provide efficient and effective PA/secretarial support to the Chief Executive of our regional Academy Trust and act as Project Officer to a range of new initiatives supporting the improvement and growth of our educational offer.

You will be joining a team of central support colleagues, working closely with them as well as the Executive Leadership Team and Board of Directors

This is a critical role, central to the smooth running of Trust Executive strategic and operational function. It will include working at different locations both local and regional; attending and contributing to meetings and events with the Chief Executive, Executive Leadership Team and Directors and will involve some evening and occasional weekend work.

You will be the first point of contact for internal and external stakeholders who wish to liaise with the CEO and therefore must have exceptional organisational and communication skills. The role will also include working with a project team with the opportunity to lead on some projects. You will be able to contribute to the Executive Function of the Trust, leading at times on aspects of communications, project management and event planning. You will be a self-starter able to work with a high level of initiative.

Previous experience of providing a high level of administrative support to senior management and clerking board meetings would be desirable.

If you would like an informal discussion about the role please contact Sue Richmond, Trust Recruitment Manager on 08455 651870 or by email srichmond@satrust.com.

For more information about the Trust: www.satrust.com







How to Apply

Thank you for your interest in this exciting opportunity to join our team at Spencer Academies Trust.

To apply, please complete the on-line application form available at http://satrust.com/vacancies making sure you clearly evidence your achievements against the person specification.

Please also provide a current CV.

For us to adhere to safer recruitment guidelines and best practice, please ensure your completed application form:

- (i) accounts for any gaps in employment, and
- (ii) provide detail of all your employment by month as well as year.

Please also include the names, addresses, phone numbers and email contact details of two professional referees who must be your current and previous employers.

If you have any questions regarding the role or would like an informal discussion please contact: Sue Richmond on o8455 651870or by email srichmond@satrust.com

Application closing date: 8.00 am Monday 18th March 2019

All applications will be acknowledged

Spencer Academies Trust is an equal opportunities employer.

Spencer Academies Trust is committed to safeguarding and promoting the safety and wellbeing of children and young people. This post will be subject to all relevant pre-employment checks including enhanced DBS with children barred list and completion of Level 2 safeguarding training.





Job Description and Person Specification

Establishment:	The Spencer Academies Trust (SAT)
Post Title:	Executive Assistant & Project Officer
Grade/Pay Range:	within a range NJC 26-35 £23866-£31401 dependant on experience
Hours/weeks:	Full time all year round
Reporting to:	Chief Executive
Department/Team:	Trust Support

Overall Purpose of Post

- To deliver a highly effective professional executive secretarial and personal assistant service to the Chief Executive.
- To act as Project Officer in delivering key educational projects and events working with the Executive Team, external stakeholders and professional partners.
- Lead on aspects of project management where required ensuring successful delivery of priorities and projects and workflows for the Chief Executive and Executive Leadership Team.
- Undertake an ambassadorial role, building relationships with senior colleagues, stakeholders, public figures and colleagues both internally and externally, promoting the positive image of the Trust and effectively managing critical issues.
- Provide a professional clerking and administrative support service to the Trust Board of Directors and attending all full Directors meetings and committee Board meetings across the year.
- Manage internal and external communications including social media and press communications.

This is a salaried position, which requires flexibility to manage and support an ever-increasing workload of the CEO and the expanding Spencer Academies Trust. It will include working at different locations both local and regional. Attending and contributing to meetings and events with the Chief Executive, Executive Leadership Team and Directors. This role involves some evening and occasional weekend work.





Main Duties and Responsibilities

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be completed regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate.

Specific responsibilities include:

Administration and Professional support to Chief Executive

- Provide confidential, professional executive assistant support to the Chief Executive which will
 include preparing reports and papers, managing Chief Executives' diary, travel and other
 commitments and attend meetings where required.
- Co-ordinate and manage the Chief Executive's actions, deadlines and responsibilities regarding minutes, letters, email, etc. ensuring that responses are made in a timely manner.
- Manage internal and external communications including social media.
- Be the first point of contact for people wishing to contact the Chief Executive and Spencer Academies Trust.
- Prepare all documentation required for the meetings, including room bookings, welcoming visitors, escorting to appropriate rooms, refreshments, appropriate equipment required for the meeting at the different location across the Trust, and ensure any follow up action is completed in an accurate timely manner.
- Attend meetings as required which may run outside normal working hours.
- Attend meetings on behalf of the Chief Executive as required.
- Undertake research and project management for the Chief Executive and Executive Leadership Team related to business planning, operational activities of the Trust and its development projects; prepare reports, responses and statistical information as required.
- Access Local Authority, DFE and National College websites weekly, alerting the Executive Team
 as appropriate and taking any appropriate action as required.
- Undertake an ambassadorial role, liaise with Principals and senior leaders across the Trust;
 building on new and existing relationships and promoting the beliefs and ethos of the Trust.





Project Leadership & Management

Clerk and administrative support to Board of Directors

- Act as first point of contact and support for members of the Board of Trustees.
- Provide support and all necessary documentation in relation to the Members and Board of Trustee meetings.
- Prepare agendas and circulate papers in good time for all Board meetings and committee meetings and to ensure that those tasked with actions are advised in advance.
- Clerking the Board meetings and other Member/Trustee committee meetings as required.
- Provide accurate minutes of all board meetings and circulate them in a timely manner.
- Working with the Company Secretary, oversee recruitment, induction and on-going training of Board members in consultation with the Chief Executive.
- Undertake Trust wide projects such as new school presumptions.
- As part of the Trust project team contribute to projects and where required lead on aspects of project management.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
- Participate in the Trust Performance Management process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above mentioned duties are neither exclusive nor exhaustive, the post-holder maybe required to carry out other duties as required by the Trust.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.





Person Specification

	Essential	Desirable
Qualifications and Experience		
Good standard of education especially with regard to literacy and numeracy skills.	•	
Educated to degree standard or equivalent		•
A recognised PA / secretarial qualification		•
Extensive secretarial and administrative experience in a senior role		•
Clerking and minuting board of director's meetings		•
Experience of working as a PA for senior staff		•
Experience of working in a school environment/ Multi Academy Trust		•
Experience in project management or being part of a project team		•
Prince 2 project management qualification or willing to undertake training		•
Current driving licence and the use of a vehicle	•	

	Essential	Desirable
Knowledge and Skills		
Ability to work calmly under pressure	•	
A high level of initiative in generating ideas and developing approaches to developing best practice	•	
Ability to communicate clearly orally and in writing	•	
Ability to work collaboratively with others	•	
Working knowledge of a range of administration procedures	•	
High level of ICT skills including Microsoft Excel, Word and Power Point	•	
Demonstrable customer care skills with a customer centred approach to problem solving.	•	
Ability to touch-type		•





	Essential	Desirable
Personal Qualities		
Excellent interpersonal skills with the ability to maintain strict confidentiality	•	
A positive outlook with a can-do demeanour	•	
A diplomatic and patient approach	•	
Initiative and ability to prioritise own work and that of others to meet deadlines	•	
Efficient and meticulous in organisation	•	
Determined to set and achieve high standards for oneself and others.	•	
High level of personal presentation	•	
Ambition to develop professionally to a senior leadership role in the organisation	•	
Able to follow direction and work in collaboration with the leadership team	•	
Have a flexible approach to work and willingness to work outside of business hours in accordance with business need.	•	
Able to adopt a hands on approach and respond to unplanned situations	•	
Ability to evaluate own development needs and those of others and to address them	•	
To be resilient and flexible and keen to take on new areas of work	•	
Commitment to the highest standards of child protection and safeguarding	•	
Recognition of the importance of personal responsibility for health and safety	•	
Commitment to the Trust's ethos, aims and whole community.	•	







Terms and Conditions

Term	Permanent from April 2019
Salary	Within a range NJC 26-35 dependant on experience
Pension	Local Government Pension Scheme
Hours	Full time position
Holidays	Annual holiday entitlement of a minimum 24 days plus bank holidays.
Expenses	Approved travel expenses are paid in full at agreed rates.
Office Accommodation	The registered place of work will be at the SAT Offices based at: George Spencer Academy, Arthur Mee Road, Stapleford, Nottingham, NG9 7EW. However, the person appointed will be regularly required to work at the different locations within the Trust. In future the Trust Executive Team may relocate to a location within the boundaries of the Trusts Academies.
Right to work	The successful applicant will need to provide proof of the right to work in the UK before taking up the post.
Safeguarding	The successful applicant will need to complete level 2 basic safeguarding training (online) prior to taking up the post.

