

PA to the Chief Executive Officer - Job Description

Grade: H

Working hours: 37 hours per week; 52 weeks per year

Reporting to: CEO

Primary Purpose of Role:

- To provide high level administrative and secretarial support to the CEO to support the delivery of the Trust business plan
- To provide additional support to specific areas of the business dependent upon areas of expertise.
- To provide administrative support to the Central Services Team to facilitate the effective running of the Trust.

Key Responsibilities

- To provide an efficient, knowledgeable and effective administrative service to the CEO
- Manage the CEO's diary, schedule appointments, liaising with other members of staff/outside agencies as required
- To be a first point of contact for the Trust to people from both inside and outside the organisation, and respond to general telephone enquiries, deal with queries and forward to the relevant staff
- Establish and maintain good professional relationships with all Principals and Senior Leaders across the Multi Academy Trust (MAT)
- Establish effective communication and collaborative working relationships with other internal and external stakeholders.
- Manage verbal and written communications on behalf of, and in conjunction with, the CEO. Ensure the highest quality accuracy and presentation of documents which should be consistent and reflective of the organisation's ethos and culture.
- Contribute to the development and promotion of the Trust brand as a destination of choice for students and employees including brochures, templates, marketing materials and advertising.
- To maintain and update the Trust website as an information and marketing tool to ensure it is compliant with statutory guidance and 'fit for purpose'.

- In conjunction with the CEO draft press releases for the Trust and utilise appropriate and relevant social media; liaising with individual academies as required to ensure a 'consistent message'
- To establish and promote positive relationships and networks with the local community, businesses and other external stakeholders.
- Produce and present information for reports in a variety of formats.
- Prepare corporate PowerPoint templates for courses, meetings and other events
- Organise and prepare for the CEO's meetings, provide agendas and relevant papers, take notes or minutes as required.
- Undertake project work, as instructed by the CEO including research, liaison and the making of recommendations.
- Support the CEO with the preparation of policy documents
- Manage situations that arise in the CEO's absence.
- Manage information and administration systems; maintain manual and computerised filing systems; organise and retrieve information.
- Carry out any other duties as reasonably required to contribute to the smooth running of the MAT.

Other Specific Duties:

- To contribute to specific areas of the business dependent upon experience; could include but not limited to business development, marketing, buildings and facilities management.
- To undertake adhoc project work as directed by the CEO.
- To play a full part in the life of the MLT community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To promote an environment that enables all students to realise their potential.
- To promote actively the MLT's corporate policies.
- To comply with the MLT's Child Protection, Safeguarding and Health and Safety policies and undertake risk assessments as appropriate.
- To continue professional development as agreed.
- To be courteous to colleagues and provide a welcoming environment to visitors.
- The post holder will work flexibly to attend Director/Member meetings as scheduled.
- The post holder will be based at the central offices for the MLT but may be required on occasions to travel to Academies in the Trust for business purposes.

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.

The Manor Learning Trust is a developing MAT; this is a new role that will evolve over time and the post holder may be required to carry out a variety of tasks in addition to the responsibilities listed.

Signed:

Date:

Person Specification

Education/Experience

Essential

- Good general level of Education including English and Maths qualifications at GCSE or equivalent
- Level 3 qualification in Administrative, Secretarial, Business or related subject
- Experience of undertaking a range of administrative duties at a senior level
- Experience of providing excellent customer service
- Experience of providing a high level support and developing effective working relationships with a wide range of individuals and agencies
- Knowledge of a range of computer applications – including Word / Excel / Powerpoint / Information Management Systems.
- Understanding of reputation management

Desirable

- Knowledge and experience in a specific area of business or education including; Marketing/PR, project management, website design
- An understanding and experience of the education sector

Skills and Abilities

Essential

- Ability to work with a high degree of accuracy and attention to detail and produce documents of a high standard
- Excellent oral and written communication skills
- Able to plan, organise and prioritise work efficiently and effectively
- Able to work with little or no supervision.
- Ability to work positively and effectively in a team
- Able to use own initiative to solve problems and respond proactively to unexpected situations.
- Excellent interpersonal skills and able to deal calmly, tactfully and effectively with a range of people.
- Able to work flexible hours on occasions when required e.g. attendance at Trustee meetings.
- Ability to show sensitivity and objectivity in dealing with confidential issues.
- Respect for equality of opportunity, diversity and inclusion with practical ideas for their implementation within the scope of the post.

The Manor Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, students and volunteers to share this commitment.