



The Collegiate Trust
Exceptional Education for All

EXECUTIVE ASSISTANT TO CEO

Information for Applicants

Location	The Collegiate Trust (at Riddlesdown Collegiate, Croydon)
Required	1st September 2023 (or sooner)
Terms	Permanent, full time (term time only + 4 weeks)
Salary	TCT S36 £38,607 pa – TCT S40 £42,794 pa
Closing date	9.00am, 14th July 2023
Interviews	w/c 17th July 2023





The Collegiate Trust

Exceptional Education for All

Our Partnership of Schools

The Collegiate Trust exists to improve education in Croydon, Crawley and the surrounding areas. Our schools choose to work together because of their shared values, an alignment in their approaches to delivering an exceptional education and a common culture of ambition that is focussed on PEOPLE and LEARNING. Collaboration within our forward-thinking family of schools is key to our success.

Our Vision

Our vision for The Collegiate Trust is to deliver **Exceptional Education for All** in safe and nurturing environments. Such an exceptional education has three features:

- A **rigorous academic education** which makes sure young people have a rich understanding and knowledge of a wide and relevant curriculum
- A set of **creative and cultural learning experiences** which involves all young people in (and develops an appreciation and understanding of) the creative, performing and physical arts
- The building of **personal qualities and skills** through the rich curricular and extra-curricular work in the school and beyond, developing successful adults who respect each other and their surroundings



Schools in The Collegiate Trust...

- are happy places to work, learn and grow
- value **Partnership**, promote **Progress** and focus on the **Preparation** of young people for the future
- maintain a strong individual identity within our family of schools
- work collaboratively to improve the quality of education and the learning experiences that we provide
- drive forward standards and improve outcomes under a well-supported Principal and a strong Local Governing Body
- achieve value-for-money on highly cost-effective services delivered through the Trust
- deliver our mission of **Collaboration to Deliver Exceptional Education**
- achieve our vision of **Exceptional Education For All**



Welcome

Dear Applicant

Thank you for your interest in the post of *Executive Assistant to the CEO*. I hope that this information pack will help you to learn more about our fantastic Trust and that you will be excited about the prospect of joining us.

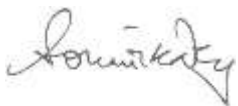
The Collegiate Trust is an ambitious family of schools and a dynamic place to work. Our mission is to collaborate in order to deliver an *exceptional education for all* and our culture of ambition is focussed clearly on our people and their learning. It is this culture which leads to the high academic standards and the enviable reputation that *The Collegiate Trust* is known for. I am very proud of what we do and what we have achieved at the Trust, and I hold the highest aspirations for what we will do and achieve in the future.

We are looking to appoint a highly motivated individual and highly skilled administrator with a positive disposition to provide executive support to the CEO and the Executive Team, comprising the COO, CFO, Director of Education and Director of Performance & Quality. The successful candidate will have strong management skills and experience, as well as an ability to navigate a complex workload and troubleshoot, as necessary. A working knowledge of school systems would be an advantage, but is not essential. This post has the benefit of membership of the Local Government Pension Scheme and is a full-time position working during term time and some school holidays (although some flexibility may be available for a strong candidate).

I would be delighted to receive an application from you if, upon consideration, you feel that this role and our Trust may be right for you. To apply, please complete the form on our website <https://tct-academies.org/vacancies/>, attaching where requested a statement of no more than two sides of A4, identifying clearly how you meet the person specification. If you have any queries or would like an informal discussion about the role, please contact the HR Manager at saleh.ahmed@tct-academies.org who will be pleased to make an arrangement for you to speak with me directly.

I look forward to hearing from you.

Yours sincerely



Mr Soumick Dey
Chief Executive Officer



Information about *The Collegiate Trust (TCT)*

MISSION: *Collaboration to deliver an exceptional education*

VISION: *Exceptional Education for All*

TCT has grown out of *Riddlesdown Collegiate*, a large, **outstanding** (OFSTED, March 2023) secondary school in Croydon with a longstanding reputation for high standards and an exceptional education. Since 2015, our Trust has been growing and, today, we are a family of 8 schools with c.6000 pupils and c.800 employees.

School	Range	Date joined	Roll	Principal	OFSTED
Riddlesdown Collegiate	11-18	founding school	2063	Mrs Katie Turner	Outstanding
Gossops Green Primary	4-11	1.11.2016	594	Mrs Sarah Dunne	Good
Waterfield Primary	3-11	1.3.2018	390	Mr James Purveur	Good
The Quest Academy	11-18	1.6.2018	974	Mr Andy Crofts Mr Tom Beecham	Good
Quest Primary	3-11	1.9.2018	206	Mr Andy Crofts Miss Jo Stawman	Good
Courtwood Primary	4-11	1.9.2018	213	Mrs Natasha Grant	Good
Kenley Primary	4-11	1.9.2021	196	Mrs Denise Dixon	Good
Woodcote High School	11-18	1.4.2023	1273	Ms Kirstie Woodcock	Good

Each school within the Trust is supported by our Central Team who work with Principals and their teams on school improvement, teaching and learning, finance, facilities and operations, IT, HR and governance issues. This support allows the Principal and Local Governing Body (LGB) to focus on delivering the highest standards in their school. The LGB works to a *Scheme of Delegation* approved by the Trust's Board of Directors.

Our culture of ambition is clearly focussed on our PEOPLE and their LEARNING. We support all members of our team to do the best job they can by ensuring high quality professional development in a healthy workplace environment where wellbeing is seen as an essential requirement for success.



Why Work With Us?

The Collegiate Trust is an exciting, fast-paced group of schools committed to progress, collaboration and excellence for all – staff and students alike. We are a dynamic and expanding trust of eight schools (three secondaries with Sixth Form provision, and five primaries) with numerous and diverse career opportunities for both new and existing staff.

All staff and governors, at every level of their career, in both teaching and business support functions, have an equal entitlement to Continuous Professional Development (CPD). This promotes, develops and supports staff in their shared commitment to lifelong learning. Results are reviewed and evaluated regularly in order to support further development of our CPD programme and drive constant improvement.

Through expert facilitation, Trust-wide collaboration, inter-school networking, and our extensive CPD programme, every member of staff has the opportunity to make substantial contributions to the development of the curriculum, pedagogy and delivery of business services, whilst improving their own prospects of career progression.

We are committed to:-

- facilitating career progression
- offering excellent professional development
- providing opportunities to lead
- extending support from Trust experts
- developing collaborative opportunities to generate new and next practice

Other tangible benefits of working within a TCT school include¹:-

- ✓ Exceptional performance rewards
- ✓ Two-Week October Half Term (instead of 5 INSET days)
- ✓ Well-equipped Staff Rooms and work spaces
- ✓ Excellent learning resources in classrooms
- ✓ Cutting-edge technology provision
- ✓ Staff Diner (delicious hot and cold meals every day)
- ✓ Free use of Fitness Suite
- ✓ Other fitness and wellbeing activities, e.g. Staff Football, Yoga, Spin, Staff Choir
- ✓ Free Flu Vaccination available
- ✓ Free Microsoft Office apps
- ✓ Contribution to cost of Masters in Education
- ✓ Superb *ECT Induction Programme* including two-week paid training in June/July
- ✓ Facilitation of *National Professional Qualifications* for aspirant leaders

Individuals who are successful in their application to The Collegiate Trust join us at an exciting time. In return for the opportunity to be part of our Trust, we ask that all joining members of staff share in our vision of “Exceptional Education For All” and are motivated to work continuously towards developing their own professional excellence.

¹ At the time of publication, not all benefits available at every TCT school.

Job Description

Scale:	TCT S36 – TCT S40
Contract:	Full Time Permanent (38 weeks term time + 4 weeks during school holidays)
Hours (may be flexible):	8.00am to 4.30pm during term time (40 hours per week) 8.30am to 3.00pm during 4 weeks of school holidays (30 hours per week)

Purpose of the Post To provide executive support to the CEO and the Executive Team

Reporting to Chief Executive Officer

Principal Accountabilities:

- Provide strictly private and confidential executive support to the CEO
- Provide effective diary management to the CEO and Executive Team, including scheduling appointments and internal/external and online meetings
- Provide administrative support to the CEO and other Executive Leaders to increase their availability for executive level responsibilities
- Organise and assist in management of CEO's workload and schedule, anticipating and scheduling regular events, meetings and appointments
- Provide a warm welcome to the CEO's office and act as gate-keeper, including fielding of enquiries and telephone calls
- Prepare agendas for meetings, briefing materials and presentations as needed to support the CEO
- Analyse data and prepare reports and presentations, as required
- Draft and edit accurate correspondence, communications, website, social media, presentations and other documents on behalf of CEO in a timely manner
- Coordinate CEO's and Executive Team's travel itineraries and expense claims
- Ensure a high standard of professional presentation throughout the Central Team and Trust Office
- Provide assistance and support to the Executive Team on various projects, including TCT calendar planning and staff communication
- Interact with external partners
- Serve as a liaison with Trust staff at all levels
- Support other members of the Central Team on other projects as needed

The above is not an exhaustive list and the successful applicant may be required to carry out additional duties as required by the role.

The Collegiate Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including online checks, checks with past employers and the *Disclosure and Barring Service*. Appointment will be dependent upon further health, medical and attendance checks.

Person Specification

Qualifications	
1	Good education to GCSE standard or equivalent (including English and Maths at Level 2 or above)
Experience	
2	Previous administrative experience (in a similar role or in a busy environment, including experience in dealing with confidential information in an appropriate manner)
3	Confidence in Microsoft packages (including Outlook, Word, Excel and PowerPoint)
4	Experience of website management and social media
5	Experience of interacting with a wide range of stakeholders in a customer facing environment
Skills & Attributes	
6	Outstanding verbal and written communication skills, including excellent standards of spelling, punctuation and grammar
7	Outstanding interpersonal, administrative and organisational skills, including excellent telephone manner
8	Ability to analyse data, prepare presentations and reports
9	Ability to manage a complex and varied workload
10	Meticulous attention to detail and ability to ensure quality standards are always met
11	Confidence in representing the Trust and engaging with stakeholders (including staff, parents, students, governors etc.)
12	Ability to research and prepare materials to a high standard
13	Ability to work effectively in a team and lead others, as necessary
14	Ability to work on own initiative and problem solve
15	Understanding of safeguarding, health and safety, data protection, equality and diversity
16	Willingness to work flexibly

The Collegiate Trust

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💻 www.tct-academies.org