**Northern Education Trust**

**Job Description**

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| **Job Title:** | Executive Assistant to Chief Operating and Financial Officer |
| **Base:** | North Shore Academy |
| **Reports to:** | Director of Executive & Business Services  | **Grade:** | SCP 23 – 26 |
| **Service responsibility:** | Executive and business support for Chief Operating and Financial Officer (COFO) | **Salary:** | £26,999 to £29,636 |
| **Additional:** | Regular travel is required. | **Term:** | 37 Hours, Whole Time, Temporary Maternity Cover |

**JOB PURPOSE**

* To provide a full range of administrative services and project support to the Chief Operating and Financial Officer;
* To provide a channel of communication to Principals and Business Managers;
* To support the Chief Operating and Financial Officer and Director of Executive and Business Services across (Director of Executive & Business Services)
* To manage Central Team Business Services systems, processes and reporting.

**JOB SUMMARY**

**Executive Services**

1. Responsible for carrying out the duties of Personal Assistant as directed on a day-to-day basis by the Chief Operating and Financial Officer. This includes organising and maintaining diary commitments, minute taking, maintaining an effective filing system (both electronic and paper) and all other duties as required in order to ensure that the working arrangements of the Chief Operating and Financial Officer are effectively maintained;
2. Where necessary, travel to academies within the Trust to carry out the above duties, as required by the Chief Operating and Financial Officer. This may involve some meetings being carried out in the evening;
3. Support the Chief Operating and Financial Officer and Director of Executive & Business Services in the implementation and maintenance of business service systems, models and policies across the Trust;
4. Facilitate communication between the Chief Operating and Financial Officer and the Chief Executive and other senior leaders, as well as supporting their communication with Executive Principals, Principals and Senior Leadership Teams;
5. The production of materials e.g. presentations, responses and communications with national and regional representatives such as ESFA, national and regional schools commissioners, producing reports as required, using Trust templates where appropriate; and seeking model and other available documents from across the Trust;
6. Provide administrative support to the Director of Executive & Business Services, Director of Estates, Director of ICT and Infrastructure and Head of Finance;
7. Build effective relationships with all points of contact – both internal and external;
8. Undertake financial and operational related projects and assignments commensurate with the responsibilities attached to the post;
9. Assist with any policy developments and research as required; keeping abreast of sector and policy updates;
10. Be aware of and comply with all areas of statute, ESFA requirements and Data Protection / confidentiality.

**Business Services**

1. To support the Chief Operating and Financial Officer in delivering the annual Business Service Conference and monthly Business Service meetings taking a lead role in the booking of conference facilities, accommodation and producing conference packs and materials.
2. To act as the Central Team Business Services contact gathering and sharing information and data with other Corporate Directors / Executive Team Members.
3. Support and contribute in the design of administrative and business service systems that deliver outcomes based on the academy’s aims and goals. This includes acting as a systems super-user supporting Business Managers across the Trust.
4. Support in managing systems and link processes that interact across the academy to form complete systems e.g. Business Services Dashboard, audit reports and communications.
5. To maintain the academy contact record from information provided from relevant Directors i.e. Director of Executive & Business Services will provide Business Manager Contacts with HR, Finance, ICT Directors their staff.
6. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
7. Support in the benchmarking of systems and information to assess trends
8. With the Director of Executive & Business Services to act as a main academy point of contact for Business Services and report incidents to relevant Directors.
9. Support the Trust in achieving Value for Money (VfM) and support fully Education Skills Funding Agency (ESFA) policies and guidance.

**General**

1. To participate in wider Trust meetings and working groups as required
2. Comply with Trust policies and procedures at all times, including GDPR related policies.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: …………………………………… Date: ……………………………….