




Are you ready to influence the life choices of 10,500 students?

**Executive Assistant
Candidate Pack**





Do you have experience of supporting senior leaders?

Are you a talented administrator with project management experience?

Are you looking for a varied role which gives you scope to grow?

If so, we want to hear from you.

Welcome from the Chief Executive



Thank you for your interest in the role of Executive Assistant within The Two Counties Trust.

This is an exciting time to join our Multi Academy Trust. I joined the organisation in January 2021 as the new CEO and my aim is to harness the good practice, achievements and innovation that has been key to our success to date and my vision is to lead us forward to ensure that we continue to provide our students with opportunities and experiences to enhance their life choices and to make a positive contribution to the world we share.

All of our employees play a key role in making our vision a reality and this role is no exception. This is a new role to support me and our Executive Team to deliver our goals across the organisation and is an amazing opportunity for an experienced Executive Assistant. The post combines administration support to a small executive team with research, project activities, assignments and support to our governance arrangements.

I hope that you find the information in this candidate pack of interest. If you would like an informal discussion about this role with Debbie Duggan, our Director of Operational Resources, she can be contacted via dduggan@twocountiestrust.co.uk.

I look forward to receiving your application.

Wesley Davies
Chief Executive Officer

Who are we?

We are a medium sized Trust based in the Nottinghamshire and Derbyshire areas.



10,500

We are the Trust of choice for over 10,500 students



1,300

The employer of choice for 1,300 employees.



Why do we exist?

To provide our students with opportunities and experiences to enhance their life choices, making a positive contribution to the world we share.

How will we succeed?

By creating a **healthy organisation**, free from politics and confusion through clarity following the empowered to lead operating model.

By building a **compelling school culture** built on strong professional relationships where all can achieve.

By crafting and implementing a **high-value curriculum** which is knowledge rich to allow meaningful application of skills.

By **putting people** first through high impact professional development and instructional coaching.

How do we behave?

Ambition

We maximise our potential through striving for excellence.

Teamwork

We give 100% effort, displaying kindness and humility for the benefit of all.

Honesty

We are respectfully open about our successes and areas for growth.

What do we do?



Collectively, we serve our communities by educating and preparing our students for the next steps in their lives.

What services do the Trust provide to all schools?



Finance



Estates



Health and Safety



HR



Procurement



IT



Payroll



Governance



Careers

The Future

The future is bright at The Two Counties Trust, more and more families are choosing to send their children to a Two Counties school. We continue to attract talented professionals to join our team.

With the appointment of our new CEO we have reviewed our mission and values and have set a clear path to improve based upon the four key strategic anchors. We have redefined how our school improvement team works to ensure that we are investing in leadership development and coaching.

In addition to this we are investing in our buildings and IT to ensure that we have the best learning environments for our students to learn and our staff to work.

We are under no illusion of the task in hand, but we are equally confident that the Trust will go from strength to strength. Leaders across the Trust are both supported and challenged by highly effective Trust Board and committed Local Governing Bodies.

We are determined to:

Ensure all our schools are at least good within three years of joining the Trust, and most schools to be judged outstanding.

Priority students to make at least the same progress as all students nationally.

Be consistently in the top 20 highest performing MATs nationally for student outcomes.



Why you should join The Two Counties Trust



Alongside the chance to make a difference to our schools and therefore students life choices, there are many great reasons to choose The Two Counties Trust as a great place to continue your career.

We are a Trust that recognises the importance of a happy, healthy, rewarded, and motivated workforce and as such we have developed our HR strategy to invest in our employees.

We can support your career and personal development through a range of routes and offer extensive CPD for all staff. We are also a Trust where you can make a difference, we live and breath our values and work together for the benefit of our students and the community.

In return for your contribution there are an extensive range of benefits that are accessible to you as an employee of The Two Counties Trust.

For your health and welfare we offer discounted gym membership to over 3,400 health clubs whilst Dental and Health Care plans offer you a range of benefits including worldwide dental cover, optical care, diagnostic consultation, and therapy plus a voluntary Private Medical Insurance scheme.

We also recognise that balancing everyday life and work can sometimes create pressures and to support you we provide you with access to an enhanced Employee Assistance Programme from day 1 of your employment to help you and your family manage events and issues, providing access to confidential advice on health, family, money matters, work and much more.

Our retail benefit scheme is designed to ensure that your pay goes that bit further. We offer great personal car leasing deals through our affinity scheme with Arnold Clark and extensive savings can be made through our Salary Extras scheme. This scheme saves you money on every day essentials, travel, gifts, fashion, going out and electronics providing you with access to a range of offers and discounts which are not available on the high street.

These benefits run alongside other elements of our total reward package including access to the Teachers' Pension Scheme or Local Government Pension Scheme (depending on your role), enhanced family friendly leave and pay arrangements, free car parking, a cycle to work scheme, the opportunity to request flexible working and most importantly a friendly, professional working environment.

Executive Assistant

£24,562- £27,659, term time, 41 weeks per year

This is an exciting time to be joining our Multi Academy Trust. We operate from a Head Office in Ashfield with 9 schools in Nottinghamshire and Derbyshire along the M1 corridor. This is a new post within our central team, supporting the CEO and the Executive Team in a high profile role across the organisation.

We are not looking for a PA, we need a team player who can offer more. Someone who can support project management, undertake project sprints and quick turnaround assignments, conduct surveys and compile briefing papers, all whilst supporting our Executive to keep the wheels turning.

First rate administration, IT and organisational skills are pre-requisites for this role, as is experience in a role where you have provided support to senior leaders. We are looking for someone who can offer a positive, confident, customer focussed approach and who can manage multiple priorities with a can do attitude.

This is an excellent career development opportunity to work in an environment of like minded people who are focussed on our mission to provide our students with opportunities and experiences to enhance their life choices.

Why join us?

This Trust has a forward-thinking HR strategy with all the professional benefits that this brings including competitive rates of pay, free parking, an increasing array of employee benefits and lifestyle options together with a strong commitment to your professional and career development.

The closing date for applications is: 8.30am on 6th April

Interviews will be held on: 22 April 2021

We are committed to the safeguarding of all children and young people. Any offer of employment will be subject to the receipt of a satisfactory DBS disclosure, receipt of references and successful completion of vetting procedures.



Job profile

Job title:	Executive Assistant
Responsible to:	Director of Operational Resources
Salary:	Grade 6 £27,041 - £30,451 (FTE) £24,562 - £27,659 (Pro rata)
Working hours / weeks:	37 hours per week, 41 working weeks per year
Core purpose:	This post holder provides support to the CEO and the Executive Team across a range of operational areas. Operating across the Trust, this is a dynamic, high profile role which requires extensive liaison with Senior Managers, Headteachers, Trustees, and key external stakeholders.

Corporate responsibilities:

- To ensure that the responsibilities of the role are carried out in a way that reflects the mission, vision, and values of the Trust.
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

Key responsibilities:

- To provide support to the Trust Executive Team to enable the Trust to deliver on a range of projects.
- To deliver on a range of quick turn around assignments (sprints) including research, data collection, compiling reports or providing additional capacity to the team to ensure target deadlines are met.
- To provide dedicated assistance to the CEO across a range of administrative functions.
- To provide operational and administrative support to the Directors as required.
- To research and prepare briefing documents.
- To develop, deliver, analyse and compile surveys.
- To collate and disseminate information between key players across the Trust.
- To organise a range of meetings, providing administrative support to such meetings to ensure they are accurately recorded and follow up activity is actioned in good time.
- To arrange, support and record regular meetings of the Executive Team and Senior Leadership Group.
- To prepare documents, presentations, reports and materials for the CEO and members of the Executive Team.
- To manage the Trust Head Office and associated operational services to secure the smooth running of the building.

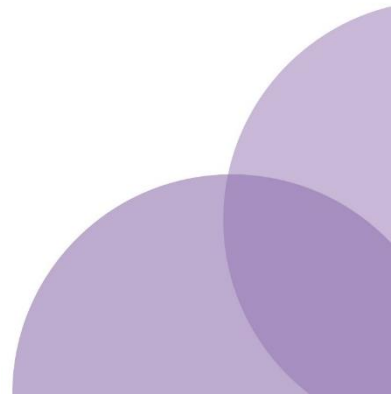
- To co-ordinate agendas and papers for meetings of the Trust Board, proof-reading and ensuring that documents are posted in time and in accordance with house style and branding guidelines.
- To manage annual schedules of meetings and business for Senior Leadership, Trust and Governing Body meetings.
- To support Trust Governance arrangements, ensuring that documentation is signed, retained and kept up to date.
- To manage the information contained on, and the use of, Governor Hub across the Trust.
- To record and maintain related parties transactions to ensure compliance with Academies Financial Handbook.
- To co-ordinate the Trust schedule of policy renewals, ensuring that colleagues are informed in good time of renewal dates, updated documentation is in hand which is then checked for content and house style, culminating in updating the policy review schedule and liaising with Marketing to update the website(s).
- To ensure that the statutory information on the Trust website is kept up to date.
- To maintain subscriptions to appropriate services across the Trust.
- To manage the declarations of business and pecuniary interests, collating this centrally for internal audit.
- To administer the Trust Risk Register, supporting the Director of Corporate Services to ensure that risks are recorded, scored, and updated and that the Path to Green is captured and monitored termly.
- To be the initial point of contact for external stakeholders such as DFE, RSC and Ofsted.
- To co-ordinate Improvement Team meetings across the Trust.

Notes:

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

This document does not form part of the contract of employment.

This post will have contact with children and as such a satisfactory disclosure from the Disclosure and Barring Service (DBS) is required as a condition of employment.



Our Mission

Why do we exist? To provide our students with opportunities and experiences to enhance their life choices, making a positive contribution to the world we share.

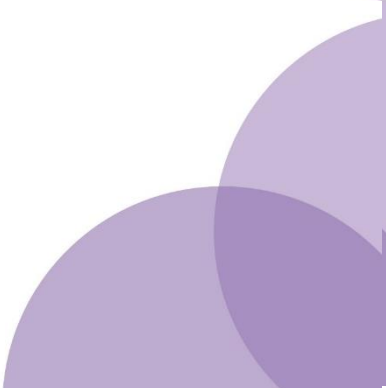
Our values:

How do we behave? **Ambition:** we maximise our potential through striving for excellence.

Teamwork: we give 100% effort, displaying kindness and humility for the benefit of all.

Honesty: we are respectfully open about our successes and areas for growth

Our Strategic Anchors

- Create a healthy organisation, free from politics and confusion through clarity following the **empowered to lead** operating model.
 - Build a **compelling school culture** built on strong professional relationship where all can achieve.
 - Craft and implement a **high-value curriculum** which is knowledge rich to allow meaningful application of skills.
 - Put **people first** through high impact professional development and instructional coaching.
- 

PERSON SPECIFICATION

Role: Executive Assistant		E/D	A	I
Qualifications & Training				
1	Educated to at least level 3	E	✓	
2	Qualification in business administration	D	✓	
3	Evidence of continuing CPD	E	✓	
Experience				
4	Experience of working in a senior administrative capacity, providing support to Directors / equivalent.	E	✓	✓
5	Experience of working within the education sector.	D	✓	✓
6	Experience of organising meetings including preparing agendas and papers and where required minutes.	E	✓	✓
7	Proven experience of managing a service in a busy office.	E	✓	✓
8	Extensive experience using MS office and communication tools such as Teams.	E	✓	✓
9	Experience of undertaking research, collating information, producing statistics and reports.	E	✓	✓
10	Experience of supporting others to deliver on project outcomes.	E	✓	✓
Knowledge & Understanding				
11	Knowledge of the governance arrangements within education	D	✓	✓
12	Possesses knowledge of the requirements of the General Data Protection Regulation (GDPR)	E	✓	✓
13	Understanding of the need for confidentiality and how to safeguard such information	E	✓	✓
14	Understanding of the importance of Safeguarding / willing to learn	E		✓
Skills & Abilities				
15	High level written skills and proof-reading skills	E	✓	
16	Highly competent user of MS Office and Teams	E	✓	✓
17	Excellent verbal, interpersonal and presentation skills	E		✓
18	Highly organised and capable of managing a diverse workload	E		✓

Personal Attributes

19	Resourceful under pressure with the ability to prioritise workloads to meet agreed deadlines	E		✓
20	Confident and self-assured, able to build resilient relationships across the Trust	E		✓
21	Able to adapt communication style according to the audience	E		✓
22	Possesses high standards, accurate and displays attention to detail	E		✓
23	Able to be flexible, adapting to circumstances as they change	E		✓

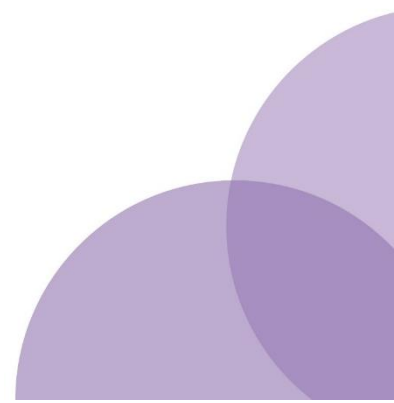
Other

24	A commitment to uphold and promote equality of opportunity	E		✓
25	Demonstrates an understanding of Safeguarding issues relevant to the post	E		✓
26	Able to travel to a range of sites (Nottinghamshire and Derbyshire to fulfil the requirements of this role)	E		✓

Key: ✓

E	Essential
D	Desirable
A	Assessed by Application Form
I	Assessed by Interview

Date: March 2021



How to apply

TES is our recruitment platform so please go to <https://www.tes.com/jobs/employer/-1168384> apply for this role on-line.

If you do not wish to apply on-line you can download an application form from this link and then e-mail your application to Alice.Abbott@twocountiestrust.co.uk.

Please ensure that you set out in your application why your experience and ambition is a good fit for the role of Executive Assistant within The Two Counties Trust.

In order to comply with Safeguarding requirements you must complete either an application form or apply on-line via TES. We cannot accept a Curriculum Vitae as an application for this post.

Please note that we receive a large number of applications and so unfortunately cannot provide feedback to everyone.

If you have not been contacted by 23rd April you should assume that your application has not been successful on this occasion.

Applications must arrive by 8.30am on 6th April 2021.

Interviews will be held on 22nd April 2021.



Contact Us

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Nottingham
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www.twocountiestrust.co.uk

<https://www.linkedin.com/school/two-counties-trust>

www.twitter.com/TwoCountiesT