



Westcountry Schools Trust Job Description

Post Title	Executive Assistant
Employer	Westcountry Schools Trust
Responsible to	CEO and Director of People
Responsible for	Business Administration Apprentice
Grade	NJC Grade E: £24,012 to £27,041 (42 weeks pro-rata - £22,047 to £24,828)
Hours	37 hours per week x42 weeks per year (38 weeks term time plus 4 weeks worked flexibly across closure periods)

Job Purpose

To assist the smooth operation of the Westcountry Schools Trust and its activities by providing a professional, proactive and comprehensive support service to the Trust Executive Leadership Team and the Marketing and Communications Officer, alongside delivery of core service business administration, including management of the Business Administration Apprentice.

Main Duties

To support the Trust Executive Leadership Team (ELT) and Marketing and Communications Officer in a full professional administrative support capacity to include:

- Provision of a comprehensive and confidential executive support and administrative service to the ELT, including diary management, arranging meetings, booking and travel;
- Taking responsibility for the provision of business administration to the Core Services Team, including line management of the Business Administration

Apprentice, supporting them to complete a Level 3 Business Administration apprenticeship.

- Acting as the professional and key contact for the Trust across a range of internal and external stakeholders;
- Assisting with the management of bookings, hospitality and front of house for external and internal events/meetings/visitors;
- Producing a range of professional documentation in a range of formats for internal and external recipients;
- Confidential management of correspondence to include the triage and creation of draft correspondence on behalf of the CEO and wider Executive Team;
- Support and administer senior and central recruitment campaigns;
- Take minutes/notes of formal meetings when required.

Support for the Marketing and Communications Officer:

- Assist in creating and delivering a Trust Communication and Marketing Strategy;
- Assist with the preparation and delivery of a wide range of communications across WeST;
- Working with the Marketing and Communications Officer to ensure the WeST brand and corporate identity is represented consistently across all internal and external media and communications;
- Assist with the development of a range of marketing materials to promote the Trust;
- Assist with the co-ordination and administration of key Trust events;
- Assist with external and internal communications e.g., the WeST website, intranet, social media platforms and newsletters.

Other Duties

- To undertake additional duties, commensurate with the level of the post, as may be necessary from time to time;
- To participate in induction training, staff review processes and professional development opportunities;
- To be aware of, and comply with, policies and procedures relating to child protection, health and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- To commit to anti-discriminatory practice and uphold all respects of the Trust's policy on Equality, Diversity and Inclusion.

This job description covers the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.

As this post meets the requirement in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure & Barring Service (DBS) check before the appointment is confirmed. This will include details of all cautions, reprimands or final warnings as well as convictions whether spent or unspent. Criminal convictions will only be taken into account when they are relevant to this post.

PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment	Essential or Desirable	Application Form	Interview (or other selection activity)
The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.			
Qualifications:			
Educated to degree level or equivalent demonstrable experience showing clear evidence of excellent literacy skills	E	X	
Qualification in business administration or similar	D	X	
Experience:			
Creating and delivering professional documents (including letters, reports and presentations, communications/marketing materials) to a high standard in a range of formats to a range of target audiences	E	X	X
Providing a comprehensive office business administration service	E	X	X
Providing executive PA support to senior staff	E	X	X
Previous line management experience	D	X	X
Stakeholder engagement and management	E	X	X
Working in a fast-paced environment with frequently changing priorities	E	X	X
Working in a large and diverse organisation	D	X	X
Knowledge, Skills and Abilities:			
Highly organised with strong problem-solving skills and the ability to prioritise tasks to meet deadlines	E	X	X
Excellent communication skills, both written and verbal	E	X	X

Straightforward, open and uncomplicated approach to working with others, demonstrating integrity at all times, with a passion to build strong professional relationships	E	X	X
High attention to accuracy and detail	E	X	X
A flair for creativity and an ability to develop and offer ideas	E	X	X
Ability to maintain a positive outlook and work confidently on own initiative to produce accurate work, seeking guidance and advice where required	E	X	X
Fully ICT literate and proficient in the use of Microsoft Office	E	X	X
Conscientious and responsible	E	X	X
Further Requirements:			
Commitment to WeST's vision and values – desire to make a difference	E	X	X
Maintaining high levels of discretion and upholding confidentiality	E	X	X
Maintaining high standards of professional presentation and behaviour	E		X
Commitment to Equality and Diversity	E		X
Commitment to continuing professional development	E	X	
Able to display an awareness, understanding and commitment to the protection and safeguarding of children and vulnerable adults	E		X
Ability and willingness on occasions to travel to and work from Trust schools/business sites	E		X

WeST Core Values:

- **Compassion** - Recognising need in others and acting with positive intention to promote well-being and improve outcomes.
- **Aspiration** - Having high expectations, modelling the delivery of high-quality outcomes. Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence.

- **Integrity** - Acting always with the interests of children and young people at our heart, and with a consistent and uncompromising adherence to strong moral and ethical principles . Communicating with transparency and respect, creating a working environment based on trust and honesty.
- **Collaboration** - Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others. Building and securing value from relationships, developing self and others to achieve positive outcomes.

WeST Values-Based Behaviours:

Compassion
Recognising need in others and acting with positive intention to promote well-being and improve outcomes
Aspiration
Works to high expectations, modelling the delivery of high-quality outcomes
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence
Integrity
Acting always in the interests of children and young people,
Acting with a consistent and uncompromising adherence to strong moral and ethical principles
Communicating with transparency and respect, creating a working environment based on trust and honesty
Collaboration
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others
Building and securing value from relationships, developing self and others to achieve positive outcomes