

Job Description

Executive Assistant



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| Role: | Executive Assistant |
| Responsible to: | CEO / CFO |
| Based at: | Elizabeth Woodville School, Roade |
| Hours: | 37 hours per week, 42 to 52 weeks per year - negotiable |
| Grade: | Grade L, points 37 to 41 |

Job Context

Tove Learning Trust (TLT) is a multi-academy trust (MAT) with a small central structure and a large amount of autonomy granted to its constituent schools. The post holder works closely with the 15 schools and the trust leadership teams.

This is a senior position and incorporates the role of assistant to the Chief Executive Officer (CEO) of TLT, support for the SLT and for the Board of Trustees, including all matters relating to the management and governance of the trust. The role will include handling sensitive and highly confidential material relating to the development and expansion of the trust, liaising with external parties and government agencies and all levels of governance for TLT.

Key Responsibilities

- To be the Executive Assistant to the CEO, Deputy CEO and CFO of TLT (collectively known as TLT SLT).
- Act in an official capacity as Company Secretary, clerk and advisor to TLT Board of Trustees for all of the Trust enterprises.
- Coordinate the documents for the on-boarding process for new schools into the trust and guide all external parties to the required completion date.
- Act as a senior TLT professional in the management and administration of the main TLT HQ, line managing more junior colleagues as required.

Job Description

Executive Assistant duties

- 1) To provide effective and highly efficient diary management for the CEO and TLT SLT to enable them to further the business of the organisation.
- 2) Lead in the preparation of setting annual, periodical or spontaneous meeting schedules, preparing documents, agendas and minutes for meetings, arranging appointments and arranging general work schedules to support the TLT SLT in maximising their time.
- 3) To manage incoming emails and telephone calls on behalf of the CEO/DCEO (or TLT SLT), highlighting important items as necessary and draft appropriate responses to be signed off by or on behalf of the CEO (or TLT SLT) as required.
- 4) Support the CEO with the collation, generation and publication of all trust policies ensuring that all the statutory requirements are met including the compulsory elements on the trust website.

- 5) To process TLT SLT's expenses in accordance with the travel expenses and finance policies. Provide the Principal Accountant and Payroll with the detailed information in the required format to facilitate the appropriate recharging of the CEO's time, benefits and taxes.
- 6) Manage the recharging process for the CEO and DfE in relation to RISE duties and other undertakings.
- 7) Provide project management and research support as requested or deemed necessary.
- 8) Assist with the standardisation of trust templates and materials to promote the TLT brand on all central documentation.
- 9) Participate in the update and maintenance of the TLT marketing information so it is ready and available for the CEO and Trustees to share with prospective schools.
- 10) Support the TLT SLT with articulating and delivering the trust's growth plan, SEF and SIP through the production of briefing reports, plans and summaries for consideration by the Trustees and Exec team.
- 11) Use initiative and discretion to make critical or strategic decisions in the absence of the CEO, DCEO and CFO as appropriate.
- 12) Facilitate the production, monitoring and review of Trustee documentation including the risk register, CEO / CFO reports, annual reports and annual account reporting.
- 13) To establish, convene and attend relevant functional groups within and outside of the trust as necessary and arrange appropriate admin and hospitality.
- 14) To travel to all schools within the trust as required to develop a detailed knowledge of the individual school teams and build key relationships.
- 15) Be the point of enquiry for all trust schools in terms of day to day queries, phone calls or guidance, forwarding on as required or setting up systems and provide training to avoid repetition.
- 16) Line manage the Receptionist / Administrator at TLT HQ and ensure the facilities are ready and available for use by TLT staff at all times.
- 17)

Official Roles & Governance

- 18) Assume the role of Company Secretary for Tove Learning Trust and Grace Academy Trust and file all relevant notices at Companies House within the required timescale.
- 19) Ensure all membership records and documents relating to the Board of Trustees and the local governing bodies in the schools across the trust are up to date and accessible as required.
- 20) Oversee the creation and accessibility of TLT policies and the management of the statutory disclosures for the Trust and local governing bodies.
- 21) Manage the recruitment and delegation of recruiting TLT Members and TLT Trustees. Support with recruiting local governor representatives if required.
- 22) Be the senior contact for the 'face of the trust' in terms of external exposure, reputational risk management, marketing, promotional materials etc.
- 23) Oversee the complaints procedures, governance processes and general company compliance, line managing or delegating to relevant posts as required.

Management of Schools into the Trust

- 24) Act as a focal point with the on-boarding of new schools to the trust passing on tasks and information to the Exec team and relevant people as required.
- 25) Absorb the requirements of the DfE and arrange for document completion and similar to be met by assigning tasks and following progress to ensure critical deadlines are met.
- 26) Support the CFO with the co-ordination of the due diligence processes prior to on-boarding to ensure the Trustees have all the information they require to make a decision on the acceptance of the incoming school, or not.
- 27) Sign off key transfer documentation as presented by the DfE and the legal teams on behalf of the CEO ensuring the assets of the trust are protected and of no detriment to the trust operations.
- 28) Assist the CFO in reading, amending, preparing and approving the wider range of transfer documentation for the trust in school acquisitions on behalf of the CEO. This may include property, financial or legal documentation in addition to the statutory documents.
- 29) Keep the procedures and changing requirements for the on-boarding process up to date so others could follow the guidance as required.
- 30) Once in the trust, work with the Exec team to ensure each new school has an induction programme in place for joining the trust at senior management level, governor level and key operational teams.
- 31) Provide and sign post guidance and support to Headteacher PAs within the trust in terms of compliance, complaints, governance and development.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description, but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and visitors to share this commitment.