

**THE HOWARD PARTNERSHIP TRUST**  
**Based at Howard of Effingham School/Oxted School**  
**EXECUTIVE ASSISTANT to DEPUTY CEO & DIRECTORS of THPT (ELT) JOB PROFILE**

Grade	Job Title	Capsule Job Profile	Competencies	Experience, Knowledge, Qualifications, Training and Development
<b>S8</b>  <b>£20,706 - £24,615pa pro rata</b>  <b>(£27,066 - £32,175pa FTE)</b>	<b>Executive Assistant to Deputy CEO, and Directors when required</b>  <b>30 hours per week, 42 weeks per year</b>	<p>Directly responsible to the Deputy CEO and other Directors Executive Leaders/members of the Executive Leadership Team (ELT) of The Howard Partnership Trust, under the guidance and leadership of the Executive Assistant to the CEO</p> <p>Directly responsible for no other staff members</p> <p>To provide an efficient, accurate and confidential administrative, research and general support service to the Deputy CEO and other members of the Executive Leadership Team (ELT) as required.</p> <p>Key Liaison: MAT staff including ELT, Heads and Business Support Leaders, Trustees, Governors, External stakeholders and accountable bodies eg RSC, DfE, EFSA, LA, Ofsted</p> <p><b>Duties will include:</b></p> <ul style="list-style-type: none"> <li>• Provide an informed, accurate comprehensive and confidential EA service as required, including diary management, acting as key point of contact and prioritising incoming communications; liaising where necessary with appropriate staff and other stakeholders</li> <li>• To assist in organisation of the administrative workload/s for members of ELT, recommending items to be dealt with in order of priority</li> <li>• To assist the EA to the CEO with ELT-driven work, as directed by the EA to the CEO and understood by the Deputy CEO and other Executive Leaders. Actively lead/manage specific projects and their development as directed by the Deputy CEO and/or other Executive Leaders</li> <li>• Collate and send documentation, including for meetings, as required to ELT, Trustees, Governors, LA Officers etc. Ensure that information required is available; this may include the preparation of reports or responding to requests for information as appropriate</li> <li>• Take minutes/notes of meetings when required. Ensure that</li> </ul>	<p>Candidates should be highly experienced, talented and enthusiastic professionals with a record of impact. You will need to demonstrate outstanding organisational and interpersonal skills, as well as the ability to work effectively with all members of The Howard Partnership Trust at all levels</p> <p>The Howard Partnership Trust provides a supportive environment and its success is based on the quality of teamwork and personnel already working here. Personal skills and qualities are therefore of considerable importance</p> <p>The following list is not exhaustive but is intended to clarify essential attributes required to perform this role:</p> <ul style="list-style-type: none"> <li>• Excellent inter-personal skills at all levels, able to respond appropriately with discretion and diplomacy</li> <li>• Excellent communication skills, oral and in writing, with a good telephone manner and the ability to produce a range of high quality written material</li> <li>• Good time management, well organised and able to prioritise workload, both individual and shared, meeting agreed targets and deadlines</li> <li>• Proactive and adaptable, able to work under pressure while maintaining accurate standards and attention to detail</li> <li>• Able to work alone or in a team</li> <li>• Ability to build effective working relationships with a wide range of</li> </ul>	<p>Essential:</p> <ul style="list-style-type: none"> <li>• Relevant administration qualifications e.g. PA qualification, Pittmans, Business Administration Level 3</li> <li>• Experience of working as a PA or Executive Assistant or Senior Admin support at Director or similar level</li> <li>• Experience of providing high-level support in a busy, politically sensitive environment</li> <li>• Experience of using a wide range of office equipment and ICT software, information systems in an administrative environment</li> <li>• Experience of producing meeting minutes and documents of a high quality</li> <li>• Advanced level of ICT skills including of Microsoft Excel, Word, Power Point and Access</li> <li>• Experience of managing and organising a Director's daily and upcoming work programme</li> <li>• Experience of setting up systems and procedures from scratch</li> </ul> <p>Desirable:</p> <p>Experience of delivering similar services within an education or public sector environment</p> <p>Project management qualifications/experience/training</p> <p>The post holder should demonstrate a commitment to on-going professional</p>

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		<p>matters arising are dealt with by the appropriate people within agreed timescales</p> <ul style="list-style-type: none"> <li>• After discussion, draft, as appropriate, outgoing correspondence and Partnership documents that are the direct responsibility of appropriate members of ELT</li> <li>• Liaise with leaders and staff across The Partnership, as appropriate, coordinating meetings, priorities, deadlines, documentation, policies and procedures</li> <li>• Analyse, produce and manipulate data and documents, ensuring a high standard of accuracy and presentation</li> <li>• Ensure the maintenance of clear, compliant and effective filing, records and other systems</li> <li>• Organise refreshments for visitors and meetings as appropriate and attend out-of-hours meetings when required</li> <li>• Support the Deputy CEO and other Executive Leaders when planning Partnership events, liaising with Partnership schools' Heads and their PAs</li> <li>• Organise own workload and prioritise on a daily basis using initiative and knowledge of the work, with minimum direct supervision from Executive Leaders</li> <li>• Be an effective participant of the Senior Support Staff team</li> <li>• When appropriate, work at The Howard Partnership Trust schools providing an effective, confidential and accurate service for members of ELT</li> <li>• Handle all confidential correspondence with discretion</li> <li>• Maintain confidentiality in and outside of the workplace with particular regard to data on the Trust's computer systems</li> <li>• Be pro-active in matters relating to health and safety, safeguarding and data protection</li> <li>• Support aims and ethos of the Trust, setting a good example in terms of dress, behaviour, punctuality and attendance</li> </ul>	<p>individuals, thinking about the needs of others and be helpful and supportive of others and their work</p> <ul style="list-style-type: none"> <li>• Hardworking, committed and resilient</li> <li>• IT – Advanced Microsoft Office</li> <li>• Uphold and support The Partnership's Policies and procedures on the Safeguarding of young people, Health &amp; Safety and Equal Opportunities</li> </ul>	<p>development</p> <p>Training and development to include:</p> <ul style="list-style-type: none"> <li>• Induction Training</li> <li>• On Job Training</li> <li>• Familiarisation with The Howard Partnership Trusts policies, protocols and practice</li> <li>• Support Staff Performance Management Programme</li> <li>• Safeguarding Training</li> </ul> <p>The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS)</p> <p>The Howard Partnership Trust is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment</p>
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