**PA to the Executive/Communications (Until September 2020)**

**Job Purpose:**

1. Proactively manage the Chief Executive Officer’s diary.
* Arrange travel arrangements for Chief Executive Officer and specific Executive Team Members to ensure value for money and best use of time
* Work with all members of the Executive support team to proactively arrange regular Trust  meetings, mapping out diaries a term/year in advance. - Support Executive members with specific recruitment, publicity and marketing activities. - Work with members of the Executive support team to proactively arrange regular meetings in schools with direct reports and individuals that the Chief Executive Officer/Exec Board support

* Produce a weekly itinerary to enable briefing papers to be prepared for the Chief Executive Officer when required.

* Prepare agendas, attend and record minutes for specific meetings as directed by the CEO.

* Oversee the operation of the  office, book meeting rooms and ensure adequate supplies at all times

* Oversee all postal matters including, franking, couriers and sufficient stock e.g. envelopes

* Undertake Executive administrative duties e.g. invoicing, typing, filing, faxing and photocopying and scanning where required.

* Booking and preparing rooms for meetings and welcome visitors including catering where appropriate.

* Respond to communications on behalf of the Chief Executive, signposting queries and issues to initiate appropriate action in order to ensure a timely response.–

* Prepare monthly expense claims where required

* Work with all members of the Executive support team to plan and organise events such as the Headteacher Impact Days.

* Work in conjunction with the Director of Governance regarding Trust Board meetings.

* Work with all members of the Executive support team to develop and improve system policies and initiatives.

* Build effective and collaborative working relationships with internal and external stakeholder sharing best practice and knowledge. - Have an awareness of the educational landscape and its implications for planning meetings and the impact on the work of the CEO and Executive Leadership Team

* To maintain the website. Including coordinating the material, content and design of the website.

* Arrange meetings with the Board of Directors and Members; informing Companies House of any significant changes in the trust’s structure.

1. **Any other duties**

* Comply with the Trust’s policies, financial regulations and scheme of delegation at all times;
* Undertake any other reasonable duties as required by the Chief Executive or Director of Education

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|   | **Personal Specification**  | **Assessed through:**  |
|    | **Attributes E= Essential D= Desirable**     | App   | Int   |
| **Skills,** **Knowledge and Experience /**  | Graduate (D)   | X   | X   |
| An understanding of MATs and CEO PA duties (E)   | X   | X   |
| Successful experience of working in a school/business or MAT as a PA or in similar admin support. (E)   | X   | X   |
| Excellent written and verbal communication skills, including the ability to tailor communication to a range of high level audiences using a variety of mediums and to draft correspondence on behalf of the Chief Executive (E)   | X   | X   |
| Expert knowledge of Office 365, Word, Excel, PowerPoint together with excellent keyboard skills (E)   | X   | X   |
| Excellent organisational skills with the ability to prioritise workload, work to tight and changing deadlines and anticipate requirements in advance (E)    | X   | X   |
| Excellent interpersonal and professional skills and proven ability to work and build good working relationships remotely (E)   | X   | X   |
| Ability to recognise political urgency/sensitivity of emails/phone calls in order to alert the Chief Executive or appropriate person in a timely manner (E)   | X   |    |
| Ability to be adaptable and work flexibly across the Trust including ability and willingness for occasional travel (D)     | X   |      |
|   | Ability to be adaptable and work flexibly across the Trust including ability and willingness for occasional travel(E)  | X  |   |

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| **Attributes**  | Flexible and pragmatic – with an entrepreneurial and innovative approach to the role (E)     |      | X   |
| Empathy with the aims and ethos of E21C including a commitment to fully comprehensive and inclusive education provision, and a belief that there are no limits to what children can achieve with the right support (E)     |    | X   |
| Candidates will be expected to be able to demonstrate  or actively endorse the core values of E21C:  (E)   |    | X       |