**Northern Education Trust – Job Description**

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| **Job Title:** | Executive Assistant to the Deputy Chief Executive | | |
| **Base:** | North Shore Academy | | |
| **Reports to:** | Director of Executive & Business Services | **Grade:** | SCP 23-26 |
| **Service responsibility:** | Administration for Deputy Chief Executive | **Salary:** | £24,323.50 - £26,699.19 (Actual Salary) |
| **Additional:** | Regular travel is required. | **Term:** | 37 Hrs, TTO + 10 Days Permanent |

**JOB PURPOSE**

* To provide a full range of administrative services to the Deputy Chief Executive;
* To provide a channel of communication to Principals PA’s within specific academies;
* To provide project support to the Deputy Chief Executive.

**JOB SUMMARY**

1. Responsible for carrying out the duties of Personal Assistant to the Deputy Chief Executive. This includes organising and maintaining diary commitments, minute taking, maintaining an effective filing system (both electronic and paper) and all other duties as required in order to ensure that the working arrangements of the Deputy Chief Executive are effectively maintained;
2. Travel to academies within the Trust to carry out the above duties, as required by the Deputy Chief Executive. This may involve some meetings being carried out in the evening and some regular overnight stays;
3. Support the Deputy Chief Executive in the implementation and maintenance of school improvement models across the Trust;
4. Undertake additional responsibility and provide administrative support within a function led by the Deputy Chief Executive, e.g. HR, Local governance or primary school improvement;
5. Facilitate communication between the Deputy Chief Executive and the Chief Executive and other senior leaders, as well as supporting their communication with Executive Principals, Principals and Senior Leadership Teams;
6. The production of materials e.g. presentations, responses and communications with national and regional representatives such as DFE, national and regional schools commissioners, producing reports as required, using Trust templates where appropriate; and seeking model and other available documents from across the Trust;
7. Attend and minute Executive Team meetings where necessary;
8. Provide administration support for Trust Executive Principals where necessary;
9. Build effective relationships with all points of contact – both internal and external;
10. Undertake projects and assignments commensurate with the responsibilities attached to the post;
11. Assist with any policy developments and research as required; keeping abreast of sector and policy updates;
12. Be aware of and comply with Data Protection and confidentiality.

**General**

1. To participate in wider Trust meetings and working groups as required
2. Comply with Trust policies and procedures at all times, including GDPR related policies.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: …………………………………… Date: ……………………………….