

Cotswold Beacon Academy Trust Job Description

Position:	Executive Assistant to the Chief Executive Officer
Responsible to:	Chief Executive Officer (CEO)
Key Relationships:	CEO, CFOO, Director of Education, Head of Governance, Policy and Compliance, Headteachers
Grade:	Grade 7 – points 21 – 25 - £30,825 - £33,945
Location:	Base office located in Stroud with remote working
Hours/days worked:	Full time, all year round, 37 hours per week, the breakdown of these hours by mutual arrangement with the CEO and as necessary to fulfil the requirements of the role. The role will require accompanying the CEO to meetings and will require a flexible approach to working. Time off in lieu will be given in accordance with current policy.

Purpose / Overall Objective
To provide support to the Chief Executive Officer (CEO) concerning the management of strategic and operational responsibilities relating to the Executive. To alert the CEO to key issues affecting the efficient running of CBAT services and to liaise with members of the Central Team and other colleagues on behalf of the CEO as appropriate.
Key Tasks
Main Duties and Responsibilities Operational Support to CEO • Provide full administrative support for the CBAT Chief Executive Officer (CEO) to include liaison with outside agencies and staff, and management of appointments. • Brief, provide advice and feedback to the CEO on key issues as appropriate in preparation for meetings including the provision of necessary paperwork. • Decision making within guidelines, in accordance with the policies determined by the CEO, and to ensure that confidentiality is kept, deadlines achieved and effective support to staff is provided. • Plan and co-ordinate Headteacher and Partnership Board meetings, ensuring that all actions are recorded. • Organisation and maintenance the CEO's diary and making appointments for the CEO and all other agreed aspects of their work. • Deal with correspondence, preparing letters and taking dictation and minutes on behalf of the CEO. • Produce documents, briefing papers, reports and presentations as requested by the CEO. • Attend meetings as requested by the CEO and ensuring the CEO is well prepared for meetings. • Travel with the CEO as agreed to provide general assistance, to take notes, identify priorities and contribute where relevant. • Administration to include arranging meetings/rooms, maintaining the contact lists, organising filing, booking travel and hotel rooms, organising conference calls and ensuring the smooth administrative operation of the department. • Compile Board papers for the CEO and ensure they are received in good time for meetings.

Cotswold Beacon Academy Trust Job Description

- Receive reports, minutes and agendas for Board and Sub-committee meetings on behalf of the CEO.
- Conduct research for the CEO for any projects when requested.
- Liaison, on behalf of CEO, and to ensure appropriate interaction with all other internal and external partners including, Local Authorities, DfE, Ofsted and other external agencies
- Liaison with all agencies and organisations where CEO holds any other official role and manage the CEO's input accordingly e.g. academy SDB's etc.
- Process expense claims of the CEOs direct reports on trust systems and prepare for sign off
- Liaison with the Head of Governance, Policy and Compliance to maintain the Risk Registers as informed by Trustees, SDBs and SLTs, and to bring risks to the attention of the CEO

Strategic Responsibilities

- Responsible for co-ordinating the Trust Calendar that underpins all strategic and operational activities across all Academies.
- Liaison with all stakeholders on annual basis to ensure that all streams of activities are coherently planned a year in advance to ensure the smooth running of the organisation.
- Liaison with the Operations Managers in each area and ensure all activities within the area are on track and on deadline.

Event Management and Co-ordination

- Responsible for the management and co-ordination of Trust Conferences for CBAT
- Contribute to the management and co-ordination of Trust Awards ceremonies – staff and student.

Co-ordination of the Team

- Oversee administrative support for the CEO.
- Impart day to day guidance from the CEO to the Central Team to enhance productivity and empower the capability of the team to deal with demands on their services.
- Take an active role within the PM policy to promote and provide Continuous Professional Development opportunities to ensure the professional effectiveness of the Administration Department.
- Ensure that the CEO is kept up to date with Headteachers and Central Team Colleagues Performance Management

Project Management

- Support the CEO in the delivery of key service delivery projects through the use of recognised project management techniques and methodologies
- Lead and chair multi-service project co-ordination meetings and provide detailed reporting to CEO on the status of the projects

Creativity and Innovation

- Work on own initiative, referring complex issues to the CEO where necessary.
- Safeguarding children and young people
- CBAT is committed to safeguarding and promoting the welfare of children and young people. We

Cotswold Beacon Academy Trust Job Description

expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Work Environment

- The post holder will need to be flexible and will be directly accountable for meeting targets and deadlines laid down by the CEO.
- The post holder will work in normal office surroundings.

General

- The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.
- The post holder must carry out their duties with full regard to the CBAT's Health & Safety Procedures.
- The post holder will be subject to performance objectives agreed and reviewed annually.

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

Compiled by:	Revision Number
Approved by:	Revision Date ____/____/____

Signed:

Signed: Chief Executive Officer

Date: