

Executive Support Assistant - Job Description

Post:	Executive Support Assistant
Accountable to:	Head of Executive Office
Post Type:	Permanent
Grade/Range:	S02 SCP 26 - 30
Salary:	£37,026 - £39,615
Working Pattern:	Full time, 35 hours per week 52 weeks a year or a flexible working pattern to be agreed
Location:	Flexible. There are two Head Offices: the Guildhall, London, and the City of London Primary Academy Islington. The nature of work will involve the post-holder carrying out work at different academies within the Trust on occasion and also allows for some remote working.
Disclosure Level:	Enhanced DBS
Responsible for:	Strategic administrative support for the Chief Standards Officer and colleagues within the Standards Team; strategic oversight of the Trust's key performance indicator data.
Main Purpose:	<ul style="list-style-type: none">• Effective administrative support to the Chief Standards Officer and the Standards Team in fulfilling their commitments.• Strategic data support – overseeing all aspects of Trust data collection, administration, analysis and interpretation of Trust schools' data in comparison with national data, providing reports and updates for the Chief Standards Officer and Standards Team, Chief Executive Officer and Trust Board.• Contribute to a smooth-running Executive Support service in the central Trust team.

1. Providing strategic administrative support to the Chief Standards Officer and the Standards Team

- Maintain the Chief Standards Officer's diary, including planning and communicating diary commitments, organising travel arrangements, and coordinating meetings including scheduling, venue bookings, invites, agendas, hospitality, and minute-taking.
- Manage arrangements of all Trust standards' scrutiny and quality assurance processes, including the academic scrutiny process, safeguarding scrutiny process, IMPACT and IMPACT+ visits and reviews, external consultancy (e.g. HMIs, advisors, lead practitioners), support with Trust Ofsted Inspections and MATSEs, and preparing papers for Trust Board Standards and Accountability Committee, and the Trust Board.
- Support partnership working across Trust schools and the City Corporation's Family of Schools.
- Manage and direct communications for the Chief Standards Officer and Standards Team, including dealing with correspondence, producing letters and reports, and liaising with external agencies regarding confidential matters.
- Support the Chief Standards Officer and Standards Team in the management of other core functions, including maintaining electronic records, providing returns in response to appropriate requests from stakeholders, and managing data requests.
- Manage the administration of central Trust funding bids via ImpactEd, in liaison with the City Corporation.

2. Providing Strategic Data Support

- Manage data systems, including overseeing assessment data processing for student performance, targets, analyses, tracking data, examination results, and other reports requested by Trust leaders.
- Oversee the processing of non-academic data to produce accurate information on performance across the Trust schools.
- Liaise with Trust's management information system providers and communicate deadlines to schools.
- Liaise with Trust schools and relevant staff members regarding completion of returns to the Trust, local authorities, the Department for Education and other statutory bodies, advising on the processing of information as required.
- Manage data analysis and oversight, including:
 - Analyse student attainment outcomes and achievement value added data across Trust schools.
 - Lead on the preparation and compilation of subject and whole school analysis reports in each Trust school as requested by the CSO and CEO.
 - Analyse student non-academic data across Trust schools in various fields following half termly data collection points of these data sets.
 - Lead on the preparation and compilation of non-academic data sets and whole school analysis reports in each Trust school as requested by the CSO and CEO.
 - Provide analysis of school data and information to assist the CSO and CEO and Trust Board in decision-making.
 - Support the CSO in reporting to the Trust Board, School Improvement Partners, Governors and Ofsted inspectors in target-setting and detailed analysis of the Trust schools' performance.
 - Maintain a history of attainment and non-academic data for Trust schools for comparative purposes.
 - Collect data as necessary from schools and take action accordingly where support is required to ensure accurate and timely reporting.
 - Provide support to Trust schools with performance analyses and data interpretation.
 - Maintain contextual data on the demographics and performance of the Trust schools overall, as well as comparative analysis over time.
 - Maintain and update database procedures and documented processes regularly.
 - Maintain networking links with system providers to ensure effective updates and training provision.
 - Support and train staff in their use of the management information system where required.

3. Working as part of the Executive Support team

- Work collaboratively alongside other Executive Support team members to ensure a seamless, professional service to the Executive Team.
- Cover duties across other central services as required.

Safeguarding Children

COLAT 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 enhanced DBS checks. We also expect full compliance with all statutory policies and procedures on safeguarding and child protection.

English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Confidentiality

We expect all staff ensure that confidentiality is maintained and work in line with agreed City of London Academies Trust's policies and protocols. Staff are also expected to maintain statutory responsibilities e.g. Data Protection and Freedom of Information.

General

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. Undertake any other duties which may be reasonably assigned and regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with the Standards Team.

City of London Academies Trust

Executive Support Assistant - Person Specification



Our Values and Vision

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London schools and academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'.

Our Staff

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the COLAT Equalities policies.

	Essential	Desirable
Qualifications		
Educated to degree level or equivalent, including a minimum of GCSE grade C in both maths and English	✓	
Evidence of continuing professional development	✓	
Experience, Skills and Knowledge		
Experience in a similar role in an educational setting	✓	
Ability to use software, including calendars, email, word processing, spreadsheets, databases, social media and other web-based communication platforms	✓	
Agenda planning and minute taking	✓	
Experience of developing new or improved administrative processes		✓
Experience of using SIMS, or other IT-based database systems		✓
Strategic data management including data input, system implementation and detailed statistical analyses	✓	
Producing a wide range of high-quality reports and written communications to a variety of formal and informal audiences such as letters, reports, tables and charts, formal returns	✓	
Data collection	✓	
Skills, Abilities & Personal Qualities		
High expectations of self, coupled with high professional standards	✓	
Excellent planning and organisational skills	✓	
Excellent numeracy skills and ability for data analysis	✓	
Excellent communication skills, verbal and written – able to deal with a variety of people including Trustees, governors, parents, students, where necessary, sensitively, empathetically and, when necessary, assertively	✓	
Ability to work under pressure and to tight deadlines, handling a demanding workload and prioritising appropriately	✓	
Ability to work accurately with an attention to detail, clarity and accuracy	✓	
Able to work both on own initiative, self-motivated and enthusiastic	✓	
Collaborative with a strong ability to support others	✓	
Willingness to undertake training and development	✓	

Ability to take a problem-solving approach to tasks and develop thought through solutions		✓
Ability to maintain strict confidentiality in all matters	✓	
Other		
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Willingness to undergo appropriate checks, including enhanced DBS checks	✓	
Motivation to work with children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	