

Job Description	
Department	Education Learning Trust – Central Team (Operations)
Post Title:	Executive Assistant to the Chief Executive Officer
Salary Scale/Range	NJC Scale 5, points 12 to 15, pro-rata (Actual £12,999 to £14,352)
Hours	25 hours per week, term time only
Permanent/Fixed Term	Fixed term to 31 st July 2023
Posts Responsible to	CEO/Operational Lead
Posts Responsible for	Not applicable
<p>Job Purpose:</p> <p>The post holder will support, organise and manage administration, support systems and other activities that enable the effective running of the Trust and provide a high level, professional PA and administrative support to the Chief Executive to enable the CEO to operate effectively in the role. The majority of work will support the delivery of the Trust business plan. The Executive Assistant to the CEO will work in areas such as diary management, communications and general office management duties. There may also be some specific support for specialist functions such as finance or human resources.</p>	

<p>Key Accountabilities/Primary Responsibilities:</p> <p>Tasks that may be carried out in this role include, but are not limited to:</p> <ul style="list-style-type: none"> • Diary management • Call handling • Drafting and sending letters • Email and communications management • Dealing with confidential matters • Development of core Trust policies • Leading, organising and managing Trust projects e.g. event organisation • Project work to support key areas of business development or within schools. • Assisting with recruitment, publicity and marketing activities • Providing administrative support to the Executive Leaders of Trust • Organising and facilitating a variety of Trust educational or social activities • Using information systems and preparing reports and statistics for internal and external use • Prepare agendas, attend and record minutes for meetings as directed by the CEO. • Prepare and track actions and follow up on outstanding actions in advance of meetings. • Respond to communications on behalf of the Chief Executive, signposting queries and issues to initiate appropriate action in order to ensure a timely response. • Liaising with partner institutions, other institutions, external agencies and government departments. • Office management • Preparing rooms for meetings and welcome visitors • Arrange catering for meetings and events where appropriate • Monitor trust mailboxes, ensuring emails are acknowledged and forwarded in a timely manner.

- Work with all members of the Executive support team to develop and improve systems, policies and initiatives in line with the trust development plan
- Have an awareness of the educational landscape and its implications and impact on the work of the CEO and wider trust.

In addition, the post holder will undertake any other miscellaneous work, deemed suitable by management of the Trust.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role are up to date
- Be a professional role model, and understand and promote the aims and the values of the Trust

Safeguarding and Promoting the Welfare of Children and Young People

- The jobholder is required to adhere to the statutory guidance 'Keeping Children Safe in Education' and follow all of the Trust's policies and procedures in relation to safeguarding at all times.

Data Protection

- The jobholder is expected to comply with the provisions of GDPR and the Data Protection Act 2018, and follow all of the Trust's information governance policies and procedures at all times.

Equality and Diversity

- The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.
- The Trust are committed to fulfilling their Equality Duty obligations, including valuing equality and diversity and therefore expects all employees to share this commitment.

Health and Safety

- The jobholder has a duty to take care of their own health and safety and that of others who may be affected by their actions at work.
- The jobholder must co-operate with the Trust as their employer, and co-workers to help everyone meet their legal requirements and follow the Trust's health and safety policies and procedures at all times.