

Personal Assistant to CEO

£22,401 - £26,470 per annum pro rata (SCP 24-29).

Permanent: 36.40 hours per week, throughout the year.

Purpose of Post

To provide professional, executive and administrative support to the Chief Executive Officer (CEO), and to administratively support the organisation of the governance service to the Trust Board and Local Governing Bodies (LGBs).

Reporting to

The CEO for the Cranmer Education Trust

Key Tasks and Duties

1. Provide a comprehensive and confidential administration and secretarial support service including word processing and diary management for the CEO.
2. To be responsible for the administration of the Trust's Governance Service.

Responsibilities

Executive Support to the CEO

1. To be responsible for all record-keeping, electronic filing and document management that relates to the work of the CEO
2. Undertake word processing for the CEO ensuring high personal standards of accuracy and professionalism.
3. To prioritise and respond to enquiries on behalf of the CEO via telephone and email.
4. Rearrange any meetings in the CEO's diary as required, ensuring all attendees are aware of any changes that will impact on them.
5. Take and prepare clear, concise and accurate minutes as required.
6. Compile and present a monthly newsletter for the Trust liaising with the schools to plans a calendar for reporting and ensuring schools provide copy and images.
7. Update the Trust's social media, working with the Director of Operations.
8. Receive visitors for the CEO and arrange appropriate hospitality.
9. Prepare PowerPoint presentations for the CEO.
10. Support the CEO in their diary management, compiling and co-ordinating appointments in their diary, and liaise with other attendees from both inside and outside of the Trust.
11. Review the CEO's diary on a daily basis to identify all upcoming meetings and ensure the CEO is prepared. Brief the CEO on all upcoming appointments within the next five working days to ensure they are fully prepared.
12. Prepare documentation as required by the CEO.
13. Provide the CEO with travel information for external meetings one week in advance of the meetings.
14. Arrange external meetings, booking any necessary venues and coordinating travel arrangements.

Governance

STRATEGIC ADMINISTRATION

1. Act as the main contact for all Trustees, Members and Governors.
2. Prepare annual timelines for AGM, Trust Board, any subcommittee of the Board, and LGB meetings and distribute to the relevant parties.
3. Prepare a schedule of staffing arrangements for minute taking at the scheduled AGM, Trust Board, any subcommittee of the Board, and LGB meetings.

MEETING PREPARATION

4. In consultation with the CEO, Executive Staff and Headteachers where relevant, prepare the agenda for Trust Board and LGB meetings, taking account of any actions from previous minutes and (advised) statutory and Trust responsibilities.
5. Create an attendance list of attendees for the minute taker to use at the meeting, updating the list with any apologies sent ahead of the meeting.
6. Chase documentation for the final agreed agenda items e.g. headteacher's report, finance report, SEF, SIP, Data Dashboard or other necessary documents in a timely manner
7. Distribute agendas and papers liaising with the relevant parties to ensure that all papers are sent out in line with agreed timelines.
8. Record meeting attendance on the central schedule of attendance recording upon return of the attendance sheet.

MINUTES OF MEETINGS

9. Once agreed by the CEO, distribute final minutes to committee/board.
10. The filing and organisation of the committee/board's signed minutes.

MANAGE INFORMATION

11. Maintain up to date records of names, addressors and category of members of the Board, any subcommittee of the Board and Local Governing Bodies, and inform any relevant group and any relevant authorities of changes to membership.
12. Manage the Executive Email account for the Trust.
13. Maintain records of governing body correspondence.
14. Collate and maintain filing records for: Records of Business Interests (ROBI), Skills Audits, signed Codes of Conducts.
15. Collate a central summarised record of skills audit returns.
16. Update the Trust website with statutory governance information.

STANDARD DUTIES

17. Proactively promote and comply with safeguarding / child protection in all areas of responsibility.
18. Understand the importance of inclusion, equality and diversity and promote equal opportunities for all.
19. To uphold and promote the values and ethos of the Trust.
20. Implement and uphold all policies, procedures and codes of practice of the Trust.

Job Description & Person Specification

21. Support the Health, Safety and Welfare policy and be aware of the responsibility for personal Health, Safety and Welfare and that of others reporting any hazards and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
22. Participate fully in staff training and development opportunities including attendance at staff meetings, and work to continually improve own and team performance, sharing skills and expertise with others as required.
23. Keep abreast of new technology, and make suggestions for improvement, assisting in the review and improvement of operational procedures as required.
24. Undertake any other additional duties commensurate with the grade of the post

The job description is current at the date shown, but, in consultation with the post-holder, it may be changed by the CEO to reflect or anticipate changes in the job which are commensurate with the job title and salary weighting.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.

Personal Assistant to CEO	Essential / Desirable	How identified (A/I/T)
Qualifications		
Minimum of grade C in GCSE Mathematics and English Language or equivalent	E	A
RSA Level 3 in word processing or the ability type at 60 words per minute	E	A / T
Degree or relevant professional qualification	D	A
Experience		
Previous experience of providing PA support to a Senior Leader	E	A
Experience of school governance support	D	A
Experience of preparing agendas and accurate, concise minutes	E	A
Experience of delivering excellent customer service, where politeness, diplomacy and sensitivity are required	E	A / I / T
Experience of working under pressure and responding quickly to changing/ conflicting demands	E	A / I / T
Experience of working with confidential information where discretion is paramount	E	A / I / T
Experience of maintaining comprehensive and accurate records and retrieving information	E	A / I
Experience of developing and maintaining contacts with external agencies	E	A / I
Skills and Abilities		
Highly skilled in Microsoft Office Suite	E	A / T
Familiarity with MACS/willingness to learn (for newsletter presentation)	D	A/T
Excellent organisation skills	E	A / I / T
Ability to communicate confidently and professionally with Members, Directors, Governors, colleagues and members of the public	E	A / I
Ability to produce and analyse information and produce clear, concise and grammatically accurate working notes/reports/records which are appropriate for the audience	E	A / T
The ability to negotiate with/influence people at all levels	E	A / I / T
Ability to evaluate, assess, formulate and implement improvements to current working practices.	E	A / I / T
Self-reliance, resourcefulness and the ability to work on own initiative	E	A / I / T
To work as a team member	E	A/I/T
Ability to work to deadlines	E	A / I
Knowledge of Equal Opportunities, Human Rights and Data Protection Legislation	D	A
Knowledge of education legislation, guidance and legal requirements	D	A/I
Personal		
Support fully and with integrity the ethos of the Trust.	E	A / I / T
Ability to work flexibly including responding to pressure points and attend evening meetings if necessary	E	A / I

Job Description & Person Specification

Positive, open and friendly attitude to service improvement and delivery	E	A / I / T
High standards of personal accuracy, taking pride in work	E	A / I / T
Resilient	E	A / I
A willingness to attend appropriate training and development opportunities	E	A
Understanding of why safeguarding is important when working with children and young people	E	A / I

A = Application, I = Interview, T = Task