



Job Description and Person Specification

POST:	Executive Assistant to Executive team / Trust Administrator
GRADE:	Grade F (8-13)
HOURS:	30 hours per week, spread over 4 days – Term time plus 4 weeks
RESPONSIBLE TO:	CEO / Director of Primary (DoP) / Finance and Operations Director (FOD)
STAFF MANAGED:	None
JOB PURPOSE:	<p>To provide executive support to the Executive team. (CEO/DoP/FOD)</p> <p>To provide high quality administrative services to support Trust wide activities. The post holder will be under the direction and instruction of the Executive team.</p>
JOB CONTEXT:	<p>The Trust currently consists of one Secondary and fourteen Primary schools, located in the northern part of North Yorkshire and Stockton. Dales is also the named sponsor for a Free School, Oakbridge CofE Primary School, which will open in Northallerton in 2024; we are a growing Trust and are in discussions with a number of other settings interested in joining our family of schools.</p> <p>This postholder is a key member of the core Team, working closely with the Executive team, to ensure the smooth running and continuous improvement of our Trust.</p> <p>You will support the Executive team and manage the administrative function of the Trust central services, providing high quality administrative services and PA support; excellent organisational skills are essential in order to deal with the variety of tasks that need to be undertaken.</p> <p>This role will be based at Oakbridge CofE Primary School, Northallerton, when it opens in September 2024. Discussions will take place with the successful candidate to determine a suitable location from which to work in the meantime, which might include some remote / home working or from another local Trust school; any travel costs from Oakbridge, would be reimbursed. The postholder must also have the ability to travel to other schools on an occasional basis.</p> <p>Enhanced DBS clearance required.</p>

ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none"> • To provide PA support to the Executive team - serving as key liaison between CEO, Board of Trustees, Trust staff and stakeholders. • Organising meetings with internal and external stakeholders, providing or commissioning appropriate briefings and compiling all necessary paperwork. • To provide support to the Executive team with project work relating to areas such as procurement, Trust growth and implementing new systems and procedures. • To undertake all general administrative tasks relating to Trust activities, including maintaining and updating the Trust website and calendar, and employment related tasks, including the Single Central Record. • In collaboration with the clerk to the Trust Board, provide governance administrative support including drafting agendas, collating and circulating papers in a timely fashion. • To maintain the Trust's policy schedule, highlighting when policies are due for review. • To provide support to the FOD and the Trust Operations Manager on procurement.
Communications	<ul style="list-style-type: none"> • To communicate effectively with all stakeholders; including Trustees, Governors, Headteachers, Senior Leaders, Teachers, Support staff, suppliers and other external agencies. • To act as first point of contact in response to telephone, email and face to face enquiries received by the Trust's central team. • Exchange information with others both orally and in writing. • Support the Trust's academies at events as and when required • To attend staff meetings by agreement.
People/Resource management	<ul style="list-style-type: none"> • To assist in the induction of new employees. • With support to manage HR and Recruitment processes • To participate in training and other learning activities and performance development as required.
Safeguarding	<ul style="list-style-type: none"> • To be responsible for promoting and safeguarding the welfare of children and young people by knowing who to report concerns to. • To have an awareness and knowledge where appropriate of the most recent legislation.
Systems and Information	<ul style="list-style-type: none"> • To be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences. • To share information appropriately – in writing, by telephone, electronically and in person. • To maintain and update accurate computerised and manual records as required.
Data Protection	<ul style="list-style-type: none"> • To comply with the Trust's policies and supporting documentation in relation to information governance this includes Data Protection, information security and confidentiality.
Health and Safety	<ul style="list-style-type: none"> • To be aware of and implement Health and Safety responsibilities as an employee and where appropriate any additional specialist or managerial Health and Safety responsibilities as defined in the Health and Safety Policy and Procedure.
Equalities	<ul style="list-style-type: none"> • To ensure services are developed and delivered in accordance with the aims of the Equality Policy Statement in response to the needs and aspirations of service users. • To develop your own understanding of equality issues.

ACCOUNTABILITIES / MAIN RESPONSIBILITIES (cont.)	
Flexibility	<ul style="list-style-type: none"> • To respond to any reasonable request made by the Executive team commensurate with the grading for this post. • The role provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Trust' policies and procedures.
Customer Service	<ul style="list-style-type: none"> • The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The Trust requires that staff offer the best level of service to its pupils/students, their parents/carers and other stakeholders and behave in a way that gives them confidence. Stakeholders will be treated as individuals, with respect for their diversity, culture and values. • To understand your role and its limits, and the importance of providing care or support.
Date of Issue:	March 2024



Executive Assistant to Executive team / Trust Administrator - Person Specification

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working for members of senior leadership or providing executive support • Clerical or administrative experience in the public or private sector • Experience of using Microsoft Office 	<ul style="list-style-type: none"> • Clerical or administrative experience within the Education sector
<p>Knowledge</p> <ul style="list-style-type: none"> • Good knowledge of administrative and office systems 	<ul style="list-style-type: none"> • Knowledge / Understanding of Multi Academy Trusts, including governance
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Computer literate • Excellent written and verbal communication skills • Good numeracy and literacy skills • Analytical and problem-solving skills • Time management and personal organisation skills • Initiative - ability to work on own initiative, working to tight and often changing timescales 	

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<ul style="list-style-type: none"> • Collaborative - ability to work within teams comprised of a wide range of stakeholders 	
<p>Qualifications</p> <ul style="list-style-type: none"> • Business administration – level 2 or above or equivalent experience. • GCSE level 5 in English and Maths (C pass or above) – or equivalent 	<ul style="list-style-type: none"> • Level 3 qualification in Business / Finance / Administration or equivalent.
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Strong and effective communicator • Attention to detail, neatness and accuracy • Organisational skills • Ability to work successfully independently and in a team • Confidentiality • Ability to work to deadlines and prioritise own workload • Resilience • Ability to see the bigger picture • Innovative 	
<p>Other Requirements</p> <ul style="list-style-type: none"> • To be committed to the Trust’s mission and vision • To be committed to Continual Professional Learning • Motivation to work in support of the best outcomes for children and young people • Ability to form and maintain appropriate relationships with all Stakeholders • Enhanced DBS clearance • Ability to travel around schools in the Trust 	
<p>Equal Opportunities</p> <ul style="list-style-type: none"> • To assist in ensuring that the Trust’s equalities policies are considered within the Trust’s working practices in terms of both employment and service delivery 	

