



THE EDUCATION VILLAGE ACADEMY TRUST

JOB PROFILE

POST TITLE:

**EXECUTIVE ASSISTANT
37 hours per week
Term Time plus one week**

GRADE:

**Band 9
Scale pts 24-27**

REPORTING RELATIONSHIP:

Chief Executive

JOB PURPOSE:

To provide a wide range of clerical and administrative support to the Chief Executive, assuming PA responsibilities with minimal supervision, ensuring efficient communication with the Executive Leadership Team and all external stakeholders.

To act as Clerk to the Board of Trustees and provide support in respect of all issues relating to strategic governance of The Education Village Academy Trust.

MAIN DUTIES/RESPONSIBILITIES

- ◆ Provide clerical and administrative support to the Chief Executive e.g. drafting communications, reports and presentations.
- ◆ Manage the Chief Executive's diary and organise meetings, events and travel arrangements, including expenses claims.
- ◆ Liaise between the Chief Executive, Chief Operating Officer, other members of the Executive Leadership Team (ELT) and the Board of Trustees.
- ◆ Delegate action points from meetings and track progress against them.
- ◆ Conduct research where required and prepare briefing material to inform decision making.
- ◆ Provide leadership to Trustees, Governors and the ELT in all matters related to the strategic governance of the Trust, in collaboration with the Trust's Governance Support and Development Officer.

- ◆ Maintain the Scheme of Delegation for the Trust's Board and Committees, and the Terms of Reference for each. Act on advice and guidance from the DfE and ESFA, including the Academies Financial Handbook, to amend the Scheme and TORs as appropriate.
- ◆ Develop and maintain own knowledge of DfE and ESFA best practice and procedures in relation to MAT Governance, organisation and best practice. Advise the Trust where changes are necessary or in its best interest.
- ◆ Support the ELT to maintain the Trust's Risk Register, providing reports for the CE and Board as requested.

1. Organisation & Trust Governance

- a) Plan, develop, deliver and monitor administrative systems/procedures/policies which support the Chief Executive and ELT.
- b) Prepare agendas for meetings, take minutes and note and allocate action points from meetings, tracking their progress.
- c) Ensure that the Board is appropriately constituted and vacancies are filled in a professional and expedient manner.
- d) Develop positive working relationships with stakeholders, including other MATs, single academies, Schools, Local Authority officers, councillors, parents, staff, DfE officials, Trustees and Governors.
- e) Clerk the Trustees' meetings and certain other Committees of the Board, including:
 - ◆ Drafting, agreeing and issuing agendas prior to meetings
 - ◆ Drafting papers for the Board as requested by the CE or Chair
 - ◆ Attending meetings, advising on DfE and ESFA matters, and providing advice on legal responsibilities
 - ◆ Producing and actioning the minutes of meetings
 - ◆ Advising on public access to governance papers
- f) Act as 'Company Secretary', maintaining accurate and compliant records with Companies House.
- g) Ensure the Trust has all appropriate Committees in place, constituted appropriately and with interests fairly represented.

2. Communications

- a) Ensure relevant reports are provided to the Board of Trustees, Chief Executive and the ELT on a timely basis.
- b) Draft high quality letters and reports on behalf of the CE as required, including the Trust Annual Report, and work with the ELT, EVAT Board and the Trust's auditors to finalise and publish the Annual Report.

- c) Manage correspondence and calls to the CE office, acting as a 'gatekeeper' to screen and, where appropriate, re-direct.
- d) Support the positive public profile of the MAT locally, regionally, nationally and globally. Doing so may include:
 - ◆ Updating the website, including statutory requirements
 - ◆ QA of external publications and communications
 - ◆ Event management
- e) Maintain the EVAT element of the Trust website, ensure it is compliant with government requirements, and liaise with the website developer as necessary.
- f) Work alongside the Board, Chief Executive and the ELT to support on PR and Media issues.
- g) Work with community stakeholders including partner primary schools, local Councillors, residents and businesses.

3. Administration

In addition to the aforementioned responsibilities:

- a) Develop and maintain appropriate administrative processes, including record keeping, filing and information systems.
- b) Gather and provide detailed analysis and evaluation of data and production of detailed reports/information as required.
- c) Support ongoing development of paperless systems.

4. Resources

- a) Assist with the management of resources as required.
- b) Provide advice and guidance to staff and others on complex issues.
- c) Undertake research and obtain information to inform decisions.
- d) Place orders on behalf of the Chief Executive and Chief Operating Officer, seeking best value.
- e) Work closely with the Governance Support and Development Officer to ensure Trust Governance meets statutory requirements and follows best practice.

5. General Responsibilities

- a) Comply with and assist with the development and review of policies and procedures, ensuring timely updates to ensure they are compliant and fit for purpose.
- b) Contribute to the overall ethos/work/aims of the Trust.

- c) Pro-actively comply with the Trust's Safeguarding and Child Protection Policy and Procedures.
- d) Develop constructive relationships and communicate with other agencies and professionals at all levels.
- e) Share expertise and skills with others.
- f) Participate in training and other learning activities and performance development as required.
- g) Recognise own strengths and areas of expertise and use these qualities to advise and support others.
- h) The post holder must carry out his/her duties with full regard to the Trust's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
- i) To comply with health and safety policy and systems, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both oneself and others.
- j) Any other duties of a similar nature related to the post which may be required from time to time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED.

Date : September 2020



THE EDUCATION VILLAGE ACADEMY TRUST
PERSON SPECIFICATION – EXECUTIVE OFFICER – BAND 9

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	NVQ Level 4 or equivalent qualification or experience in relevant discipline.	AF/I			
	E2	GCSE English and Mathematics Grade A* – C or equivalent	AF/C			
Experience & Knowledge	E3	At least 3 years' previous experience in a similar role and environment.	AF/I	D1	Experience of School Management Information Systems	AF/R/I
	E4	Experience of establishing and maintaining a range of management information systems, including ensuring accuracy of complex databases and spreadsheets	AF/I/R			
	E5	Proven experience to undertake effective research	AF/I/R			
	E6	Full working knowledge of relevant policies/codes of practice/legislation.	AF/R/I			

Skills	E7	Excellent communication skills (verbal, written and presentation) to deliver effective interaction from front-line staff up to Board level.	AF/R/I			
	E8	Effective use of specialist ICT packages.	AF/R/I			
	E9	Confidence and credibility to work across different functions of the organisation.	AF/R/I			
	E10	Attention to detail and problem-solving skills.	AF/R/I			
	E11	Focussed, well-organised and thrive under pressure.	AF/R			
	E12	Excellent computer skills.	AF/R/I			
	E13	Ability to be able to present management information in a logical and systematic manner and to interpret figures with skill and understanding.	AF/R/I			
	E14	Self-assured, able to exercise tact, discretion and confidentiality at all times.	AF/R/I			
	E15	Ability to organise, lead and motivate other staff.	AF/R/I			
	E16	Ability to work successfully as part of a team and prioritise own work with minimum supervision.	AF/R/I			

	E17	Ability to plan and develop systems.	AF/R/I			
	E18	Ability to relate well to children and adults.	AF/R/I			
Personal Attributes	E19	A 'self-starter', able to act on own initiative and with minimum supervision.	AF/R/I			
	E20	Solution focussed with a positive 'can do' attitude.	AF/R/I			
	E21	Reliable, with a flexible approach to work.	AF/I			
	E22	Keen to participate in development and training opportunities.	AF/I			
	E23	Ability to abide by Trust policies and procedures.	AF/I			
Special Requirements	E24	Suitability to work with children	D			

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
D	Disclosure
I	Interview
R	References