

JOB DESCRIPTION

Job Title: Executive Assistant/ Governance Development

Grade: Grade POF, PT32 – PT35

Hours: 22.5 hours per week, 39 weeks per year

 To be worked flexibly including some evenings

Job Location: Academies within the Ascent Academies’ Trust

Responsible to: Chief Executive

**Principal Responsibilities**

* Provide management support to the Chief Executive, assuming PA responsibilities with minimal supervision ensuring the efficient communication with the Executive Leadership Team, partnership networks and all external stakeholders.
* Play a key role in supporting the Academy Trust Board meetings, subsequent committees and the LAB meetings within each academy in respect of all issues relating to governance of the Academy Trust.
* Lead on governance development and improvement in line with the Trust Strategic Plan

**Main Duties**

**MAIN DUTIES/RESPONSIBILITIES**

**General**

* Manage the support for the Chief Executive with clerical and administrative services.
* Manage the organisation of meetings, events and general diary management and travel arrangements.
* Liaise between Chief Executive, Leadership Team and the Board of Trustees.
* Research Management (where required).
* Provide leadership to Trustees and the ELT in all matters related to the governance of the Trust.
* Lead on development and improvement of Trust governance in line with the Trust Strategic Plan and governance action plan
* Maintain the Scheme of Delegation for the Trust’s Board and Committees and Terms of Reference for each. Act on advice from the DfE and EFSA to amend Scheme and TORs as appropriate.
* Develop and maintain own knowledge of DfE and ESFA best practice and procedures in relation to Academy Governance. Advise the Trust where changes are necessary or in its best interest.

**Organisation**

* Liaise between Chief Executive, Head Teachers and the Board Of Trustees.
* Delegate action points from meetings and track progress with SMART targets.
* Work with the Trust ELT to ensure clear linkage between school improvement priorities and the Strategic plan.
* Work with Trustees, in partnership with the leadership teams, to ensure their capacity to focus on raising standards by having a significant strategic influence on school improvement.
* Identify training needs for Trustees and procure and co-ordinate training activities.
* Lead on the Governance area on Share Point to provide an online area for Trustees to access. Train new Trustees in its use.
* Develop positive working relationships with Trustees and parents, and provide support and advice on the provision of any parental complaints to the Board.
* Clerk the Board meetings and have line manager responsibility for Board and committee meetings:
* Drafting, agreeing and issuing agendas prior to meetings
* Attending meetings, advising on DfE and ESFA issues, procedures and providing advice on governing body responsibilities in line with their legal responsibilities.
* Producing and actioning the minutes of meetings
* Advising on public access to governance papers
* Act as ‘Company Secretary’, maintaining accurate and compliant records with Companies House.
* Ensure the Trust has all appropriate Committees in place, constituted appropriately and with Academies’ interests fairly represented.
* Assist with the planning, development, organisation of Challenge Partner Hub meetings and monitor the action plan
* Provide support and advice to the Trust and parents on the process of pupil exclusions.
* In conjunction with the Senior IT and Digital Media Technician, ensure that all Trust and individual academy’s websites are compliant with statutory information requirements.
* Ensure that the Trust’s Board of Trustees is appropriately constituted and vacancies are filled in a professional and expedient manner.
* Ensure that all necessary security checks ie DBS checks, photo IDs etc, are obtained prior to new Trustees taking up their posts.
* Ensure that all Trustees’ contact details are reviewed on a regular basis and an up to date register of details is maintained.
* Provide termly updates to Trustees of key policy changes and developments.

**Administration**

* Assist with the development and maintenance of record/information systems.
* Responsible for the provision of detailed analysis and evaluation of data and production of detailed reports/information as required.
* Responsible for the management of complex administrative procedures and correspondence.
* Responsible for the organisational support to the Chief Executive and other staff.
* Responsible for the provision of organisational and advisory support to the Board of Trustees as required.
* Responsible for the co-ordination of other meetings relevant to the work of governing bodies.
Deal with telephone queries, emails, produce charts, letters, spreadsheets and presentations.
* Liaise with individuals via email/telephone or in face to face meetings where necessary.

**Resources**

* Assist with the management of resources as required.
* Provide advice and guidance to staff and others on complex issues.
* Undertake research and obtain information to inform decisions.
* Assist with procurement and securing sponsorship/funding.
* Assist with and where necessary take a lead role in marketing and promoting the Trust.

**Responsibilities**

* Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure equal opportunities for all.
* Contribute to the overall ethos/work/aims of the Trust.
* Develop constructive relationships and communicate with other agencies/ professionals at all levels.
* Share expertise and skills with others.
* Participate in training and other learning activities and performance development as required.
* Recognise own strengths and areas of expertise and use these qualities to advise and support others.
* Undertake any other duties of a similar nature related to the post which may be required from time to time

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to the Trust’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies.

The post holder must comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.

Author: Ascent Academies’ Trust Board of Trustees

Date: November 2020