



Endeavour Multi Academy Trust

Job Description

Position:	PA to CEO
Responsible to:	Chief Executive Officer (CEO)
Key Relationships:	CEO, Chief Financial and Operating Officer (CFOO), Director of Education (DOE), Headteachers, Trustees.
Grade:	Grade 9 (SCP 28 £36,648 – SCP 33 £41,418) Pay award pending
Working Pattern	Whole Year
Accountability:	The postholder is accountable to the CEO and will work closely with the Executive Board and staff across the Trust
Location:	Trust Role – Travel is required across the Trust Schools

Purpose / Overall Objectives

STATEMENT OF PURPOSE:

To confidentially manage the CEO's diary and appointments; administrative tasks and minuting key meetings, such as the Executive Board and MAT Leadership Team meetings.

To support the efficient running of the Endeavour Executive Board, acting as a personal assistant to the CEO and administrative service to the CFOO and DOE.

To support the smooth and efficient running of the Executive Board, Trust Board, sub-committees and Local Governing Boards.

To ensure the information required by the Trust and Local Governing Boards is current and distributed to all members efficiently.

To support the Endeavour Executive Board to gain maximum efficiency for the Trust and schools.

To liaise with other school staff, leaders, administrative staff and others outside the school, in a highly professional manner and representing the high standards of the organisation.

Key Tasks

MAIN DUTIES AND RESPONSIBILITIES:

SUPPORT TO THE CENTRAL TEAM

- Undertake a diverse range of administrative duties for the CEO, CFOO and DOE. Acting as personal assistant to the CEO; maintaining the diary, making arrangements and carrying out general administrative duties.
- Ensuring well-presented and accurate correspondence, reports and other documentation.
- Acting as the professional face of the Trust with external bodies as required (e.g. Ofsted, DfE Regional Team).
- Update relevant information on Get Information About Schools (GIAS).
- Update relevant information on Companies House.
- To support the CEO with any HR matters, including maintenance of all central employee files and documentation.
- To support with any complaints the Trust receives.
- Maintain records relating to DBS checks for central staff, trustees and local governors.
- Maintain the Trust Single Central Record, ensuring consistent distribution to schools.
- Management of the recruitment process for new central staff.
- Maintain absence records for the Central Team.
- Co-ordination of any orders from Staffordshire County Council in relation to potential activity on the Flexible Framework.
- Support the CFOO with MAT wide procurement initiatives.
- Support the CFOO with managing the process for any centralised billing arrangements with suppliers.
- Manage the administrative processes in relation to the conversion of potential new schools and supporting with the due diligence process as required.
- Ensure knowledge of new administrative software is kept up-to-date.
- Develop and maintain efficient and up-to-date systems, ensuring that all information is kept confidentially and is accurate and readily available.
- To regularly check emails, correspondence and appointments to ensure the CEO is kept informed at all times.

LINE MANAGEMENT

- Line management responsibility will arise as the service grows. This is dependent on Trust growth.
- Undertake recruitment/induction/appraisal/training/mentoring of staff as and when required in line with Trust growth.

GENERAL RESPONSIBILITIES (this list is not exhaustive and should reflect the ethos of the Trust)

- Promote and safeguard the welfare of children and young persons you come into contact with.
- Be aware of and comply with 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, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust/schools.
- Appreciate and support the role of other professionals.

- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise.

EQUALITY AND EQUITY

- To ensure that the Trust reflects a vibrant and inclusive ethos which actively values and promotes diversity, unity and community cohesion, and supports pupils to become successful integrated citizens.
- To actively challenge and address discrimination.

WORK ENVIRONMENT

- The post holder will need to be flexible and will be directly accountable for meeting objectives and deadlines laid down by the CEO.
- To work on own initiative.

WORKING CONDITIONS

Based at Wightwick Hall School with the expectation to work in all schools across the Trust when required.

OTHER DUTIES

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.

Health & Safety: The post holder must carry out their duties with full regard to Endeavour Multi Academy Trust's Health & Safety procedures.

The post holder will be subject to performance objectives agreed and reviewed annually.

Person Specification	
Essential Criteria	Measured By
<p>EXPERIENCE</p> <ul style="list-style-type: none"> • Highly effective written and verbal communication skills. • Ability to compose letters accurately. • Ability to produce accurate minutes of meetings. • Ability to comply with the requirements of the Data Protection Act. • Minimum of three years' experience working in a school environment within administration. 	<p>AF / I</p>
<p>QUALIFICATIONS/TRAINING</p> <ul style="list-style-type: none"> • Successful qualifications, particularly in English and Maths. • Full computer literacy – Microsoft Office, Excel, Word, PowerPoint, Outlook, Internet and Social Media. 	<p>AF / I</p>
<p>KNOWLEDGE AND SKILLS</p> <ul style="list-style-type: none"> • A good, working knowledge of current computer operating systems and other relevant systems. • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. • Ability to work constructively as part of a team, understanding school roles and responsibilities and how your own position relates to these. • Ability to organise, lead and motivate other staff. • Ability to plan and develop systems. • Good communication skills. • Ability to relate well to children and adults. • Good organisational, planning and prioritising skills. • Methodical with a good attention to detail. 	<p>AF / I</p>

<p>BEHAVIOURAL ATTRIBUTES</p> <ul style="list-style-type: none"> • Always maintain confidentiality. • Good inter-personal skills. • The ability to communicate effectively with a variety of stakeholders, to assess and diffuse confrontational situations, as well as make people feel positive and included. • Capacity to remain calm and cope with the unexpected. • Excellent time-keeping record. • Committed and enthusiastic. • Confident, positive and flexible attitude. • Willingness to learn and to deliver excellent customer service. • Love of working in an environment that is centred on children. • Understands the Trust’s development plan and how it relates to team and individual objectives. • Accepts, supports and quickly implements change. • Identifies and promotes best practice and encourages the sharing of ideas. • Proactively seek opportunities to increase job knowledge and understanding. • Requires minimum supervision. • Takes responsibility for own and team actions. • Identifies and overcomes barriers and manage risks. • Takes quick and effective action. • Demonstrates focused implementation of role and responsibilities. 	<p>AF / I</p>
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AF = Application Form I = Interview

Endeavour Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an Enhanced DBS check.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder’s professional responsibilities and duties.

Signed:

Date:

Signed: CEO

Date: