



Job Description

Governance Professional & Executive PA to the CEO

Reporting to:	Chief Executive Officer
Liaising with:	Members, Trustees, Local Governing Bodies, Headteachers, Senior Leaders, Trust Central Team, external partners and other stakeholders
Grade / Salary	Grade 10 ScP 34-39 £46,579.00 - £51,928.00
Hours of work	37 hours per week
Location	Trust Central Office, Davis Road, Willenhall, WV12 5HA



Core Purpose

To provide a high-quality and professional governance service across Lighthouse Multi Academy Trust, ensuring effective, compliant and well-organised governance and supporting strong decision-making, accountability and organisational effectiveness.

The postholder will also provide proactive, high-quality and confidential executive and personal assistant support to the Chief Executive Officer, ensuring the CEO's time, diary, meetings, correspondence, information and priorities are effectively managed and coordinated. The role will act as a key point of contact for the CEO, exercising sound judgement, discretion and initiative and ensuring that the CEO is appropriately briefed and prepared. In addition, the postholder will provide high-quality Trust-wide administrative and organisational support, coordinating key processes, documentation, communications and activities across the Trust and helping to ensure the efficient operation of the central Trust team.

The role therefore combines governance expertise, executive and PA support to the CEO, and Trust administration, requiring excellent organisation, communication and judgement, together with the ability to manage competing priorities within a busy and developing Multi Academy Trust.

Key Areas of Responsibility

1. Governance Professional

- Provide a professional governance service to the Trust, Members, Trustees, committees and Local Governing Bodies.
- Advise Members, Trustees and Governors on governance requirements, statutory responsibilities, Trust governance arrangements and good practice.
- Work collaboratively with the CEO and other Trust leaders to develop and maintain governance arrangements that support the Trust's strategic objectives and future growth.
- Maintain and review the Trust's governance framework, including the Scheme of Delegation, committee terms of reference, annual governance cycle, policy schedule and meeting framework.
- Ensure that governance arrangements operate in accordance with the Trust's Articles of Association, Scheme of Delegation, relevant legislation, regulation and statutory guidance.
- Plan and coordinate meetings of Members, the Board of Trustees and its committees, including agenda planning, preparation and circulation of papers, minute taking and action tracking.



- Support the Chair of Trustees, committee Chairs and the CEO to ensure that meetings are well prepared, information is available at the appropriate time and effective decision-making can take place.
- Attend key governance meetings as required and ensure that decisions, actions, assurances and matters requiring follow-up are accurately recorded and monitored.
- Maintain accurate governance records, statutory registers and key governance documentation.
- Coordinate and support governance and clerking arrangements across the Trust where required.
- Support the induction, training and ongoing development of Trustees and Governors.
- Maintain effective communication between governance, Trust leadership and academies.
- Promote governance arrangements that support accountability, organisational improvement, and improved outcomes for pupils.

2. Executive and PA Support to the Chief Executive Officer

- Provide proactive, professional and confidential PA and executive support to the Chief Executive Officer, acting as a trusted point of contact and supporting the effective management of the CEO's workload.
- Manage and coordinate the CEO's diary, appointments and meetings, making informed decisions about priorities, resolving diary conflicts, and ensuring the effective use of the CEO's time.
- Ensure the CEO is appropriately briefed and prepared for meetings, including assembling and preparing reports, agendas, briefing information, presentations and other relevant documentation.
- Support the CEO in managing competing priorities, identifying matters requiring urgent attention and following up actions and commitments where appropriate.
- Manage enquiries and requests efficiently, referring to where necessary
- Welcome visitors on behalf of the Chief Executive Officer
- Coordinate meetings on behalf of the CEO, including invitations, appointments, venues or virtual arrangements, papers and associated correspondence.
- Organise travel, accommodation and associated arrangements for the CEO where required.
- Manage correspondence and communications on behalf of the CEO, including drafting, formatting, proofreading and preparing letters, emails, reports, presentations and other documentation to a high professional standard.
- Monitor and appropriately manage incoming enquiries and communications for the CEO, responding, redirecting, or escalating matters as appropriate.



- Manage confidential and sensitive correspondence with the highest level of discretion.
- Liaise on behalf of the CEO with Members, Trustees, Governors, Headteachers, Trust leaders, external organisations, professional partners and other stakeholders.
- Welcome and support visitors meeting with the CEO and ensure that appropriate arrangements and information are in place.
- Maintain accurate and efficient records and filing systems relating to CEO correspondence, meetings, documentation, and activities.
- Undertake research on behalf of the CEO, analyse information, and prepare concise summaries, briefing information, and supporting documentation.
- Coordinate and follow up actions arising from meetings or instructions from the CEO, ensuring commitments and deadlines are appropriately tracked.
- Support the CEO with Trust events, meetings, visits and other organisational activities as required.
- Prepare, format and produce high-quality documents, reports, presentations, spreadsheets and other materials on behalf of the CEO using Microsoft and other appropriate systems.

3. Data Protection Officer

- Act as the Trust's Data Protection Officer (DPO), providing independent advice and oversight in relation to data protection and information governance.
- Work with Data Leads and relevant colleagues across the Trust to support consistent and effective compliance with UK GDPR, data protection legislation and Trust policies and procedures.
- Manage and coordinate Subject Access Requests (SARs) and Freedom of Information Act (FOIA) requests, ensuring that statutory requirements and timescales are met.
- Advise the CEO, Trustees, senior leaders, academies and colleagues on data protection matters and the appropriate handling of personal and sensitive information.
- Support the identification, management, recording and, where required, escalation or reporting of personal data breaches.
- Maintain and review appropriate data protection records, policies, procedures and documentation, ensuring arrangements are robust and appropriately documented.
- Promote awareness of data protection responsibilities across the Trust and support appropriate training and guidance for colleagues.
- Keep up to date with relevant legislation, regulatory guidance and good practice, providing updates and advice to Trust leaders and governance bodies where appropriate.



4. Trust Administration and Coordination

- Provide high-quality administrative and organisational support across the Trust, contributing to efficient and well-organised central operations.
- Coordinate key Trust processes including document management, correspondence, record keeping and information management.
- Maintain accurate and up-to-date electronic and paper-based systems in accordance with data protection and Trust requirements.
- Support the preparation, production and distribution of Trust reports, policies, presentations, communications and other documentation.
- Assist with the management of the Trust's central email and other communication channels, ensuring enquiries are appropriately responded to, redirected or escalated.
- Act as a professional first point of contact for appropriate Trust enquiries, providing information and support to academies, staff, parents, Governors, Trustees and other stakeholders.
- Liaise effectively with academies, central Trust colleagues and external partners.
- Support the coordination of Trust events, meetings, visits and other activities.
- Provide administrative and organisational support for Trust priorities, projects and initiatives as directed by the CEO.
- Maintain appropriate records, databases and filing systems and support effective information sharing across the Trust.
- Undertake additional administrative and organisational responsibilities appropriate to the nature and grade of the role.

Key Attributes of the Role

- Demonstrate a high level of professionalism, discretion and confidentiality and develop a strong understanding of the CEO's priorities and the work of the Trust.
- Work proactively, anticipate requirements, use initiative and exercise sound judgement when managing competing demands.
- Handle sensitive or confidential information appropriately and communicate confidently with people at all levels of the organisation and with external stakeholders.
- Be highly organised, accurate and dependable, producing written work and documentation to a consistently high professional standard.
- Move confidently between governance responsibilities, executive support and wider Trust administration, reprioritising work as circumstances require.



Requirements for All Colleagues

- Promote and uphold the Trust's mission, values and strategic objectives.
- Comply with the Trust's policies and procedures, including those relating to health and safety, safeguarding, welfare, data protection and security.
- Work positively and professionally with colleagues, pupils, parents, Governors, Trustees and partners.
- Attend briefings, staff meetings and other Trust meetings as required.
- Participate in performance management and undertake appropriate professional development and training.
- Be a positive role model and take responsibility for maintaining high standards of professional conduct.
- Undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Chief Executive Officer.

Safeguarding and General

Lighthouse Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Appointment will be subject to the Trust's normal safer recruitment checks, including satisfactory references and an enhanced Disclosure and Barring Service check where applicable.

The Trust will endeavour to make reasonable adjustments to the job and working environment to enable access to employment opportunities and to support colleagues who develop a disability or long-term condition.

This job description is not intended to be an exhaustive list of duties. Responsibilities may vary from time to time, provided that any changes are commensurate with the general character and level of responsibility of the post.