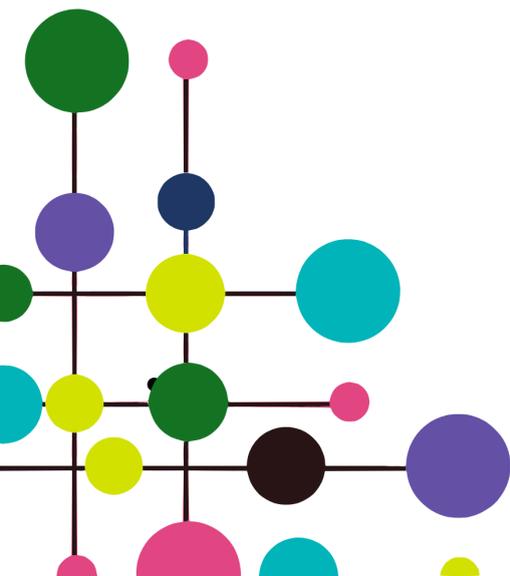


Executive Administration Lead

Closing Date	17th April 2026
Shortlisting	20th April 2026
Interview Date	1st May 2026
Salary Range	£32252 - £36579
Contract	Permanent, Full time (term time only plus 2 weeks) 37 hours per week



JOB DESCRIPTION

Executive Administration Lead

Grade: 4 **Responsible to:** Chief Executive Officer

Works closely with: Director of School Improvement, Finance Director and Central Team

Location: Trust-wide across Robin Hood MAT

Main Purpose

The Executive Administration Lead will provide high-quality executive and operational coordination to support the effective running of Robin Hood MAT's Central Team.

Working closely with the CEO and Directors, the postholder will bring clarity, pace and organisation to Trust-wide priorities, ensuring that key actions, communications, financial processes and governance activities run smoothly and efficiently.

The role will act as a key organisational hub for the Central Team, strengthening workflow, supporting senior leaders and helping to ensure that the Trust operates with professionalism, precision and strong internal communication.

Key Responsibilities

1. Executive and Central Team Coordination

The Executive Administration Lead will:

- Provide high-quality coordination support to the CEO and Central Team
- Maintain oversight of key Trust deadlines, priorities and actions
- Support the planning and organisation of Central Team workflow
- Ensure actions arising from senior meetings are clearly recorded and followed through
- Anticipate administrative and organisational needs of senior leaders
- Support effective diary coordination where required
- Contribute to the smooth day-to-day running of the Central Team

2. Meeting and Governance Support (Light-Touch)

The postholder will:

- Coordinate the scheduling and logistics of Trust senior meetings
- Prepare and distribute meeting papers in a timely and professional manner
- Take accurate minutes for key Central Team and Trust meetings where required
- Support communication flow between the Executive Team and governance structures
- Maintain clear and well-organised records of key documentation
- Coordinate and schedule network meetings and other cross-trust meetings

3. Communication and Information Flow

The Executive Administration Lead will:

- Act as a central point of coordination for key Trust communications
- Ensure timely circulation of Central Team updates and key messages
- Maintain organised and accessible shared digital filing systems
- Support the preparation and formatting of Trust documentation and reports
- Liaise professionally with schools, partners and external stakeholders as required
- Support the consistent presentation of Trust communications

4. Event and Project Coordination

The postholder will:

- Coordinate logistics for Trust events, conferences and key meetings
- Support Directors with project tracking and follow-up actions
- Monitor progress against agreed timelines and escalate where necessary
- Assist in the organisation of Trust-wide initiatives and communications
- Provide flexible administrative support to emerging Trust priorities

5. Systems and Administrative Oversight

The Executive Administration Lead will:

- Maintain accurate and well-structured Central Team records
- Support the effective use of Trust digital systems (e.g. Google Workspace)
- Ensure key information is stored and shared appropriately
- Provide administrative support to Trust processes where required
- Identify opportunities to improve administrative efficiency and workflow

6. Financial and Procurement Administration

The Executive Administration Lead will:

- Process central team purchase orders and invoices in line with Trust financial procedures
- Liaise with the finance team to ensure accurate coding and approval of expenditure
- Monitor the progress of orders and resolve routine queries with suppliers where required
- Maintain accurate and well-organised financial records relating to orders and invoices
- Support the Central Team in ensuring timely processing of routine financial transactions
- Escalate any anomalies or concerns promptly to the Finance Director/Head of Finance or relevant budget holder
- Ensure central offices have sufficient stock, resources and materials to operate effectively and support central team with maintaining levels of sufficiency

Other Responsibilities

- Maintain the highest levels of confidentiality and professionalism
- Work in line with the Trust's safeguarding, data protection and financial regulations
- Undertake any other duties commensurate with the grade of the post

PERSON SPECIFICATION

Qualifications

Essential

- Good standard of education including GCSE English and Maths (or equivalent)
- Relevant administrative, business support or finance qualification (or equivalent experience)

Desirable

- Further professional development in administration, business support or project coordination

Experience

Essential

- Experience of providing high-quality administrative or executive support
- Experience of working in a fast-paced professional environment
- Experience of coordinating meetings, diaries or organisational workflows
- Experience of handling confidential information appropriately
- Experience of working with senior leaders or stakeholders

Desirable

- Experience within an education or multi-academy trust context
- Experience of processing orders, invoices or financial administration within an organisational setting
- Experience of supporting governance processes
- Experience of coordinating projects or events

Skills and Knowledge

- Excellent organisational and time management skills
- Strong written and verbal communication skills
- Good level of digital competence (Google Workspace or equivalent)
- Working knowledge of financial administration systems and processes
- Ability to prioritise and manage multiple tasks effectively
- Strong attention to detail and accuracy
- Ability to work proactively and use initiative
- Ability to build positive professional relationships
- Understanding of the importance of confidentiality

Personal Qualities

- Highly organised and dependable
- Calm and professional under pressure
- Proactive and solutions-focused
- Excellent interpersonal skills and a desire to be part of a passionate and driven team
- Flexible and responsive to changing priorities
- Committed to the Trust's values and moral purpose
- Pride in delivering high-quality professional support