

Faculty/Department 5 Dimensions Trust- Central Services	
Job Title:	Personal Assistant to CEO and executive team
Grade:	6
Post Purpose:	<p>To provide high-level executive support to the Chief Executive Officer (CEO) and the Executive Team, ensuring the smooth operation of administrative functions and acting as the first point of contact for internal and external stakeholders.</p> <p>To provide end-to-end operational coordination for the Leadership & Training Centre—ensuring programmes are scheduled, communicated, delivered and evaluated to a consistently high standard. You will be the key connector across CPD leads, facilitators, hospitality, marketing & communications, finance, and external partners—maintaining accuracy and a great customer experience.</p>
Accountable to:	Chief Executive Officer (CEO)
Duties, Responsibilities and Key Tasks:	<p>PA/Administration Support</p> <ul style="list-style-type: none"> • Provide an efficient and confidential PA/Administration support function to the Chief Executive Officer (CEO) and Exec team. • Organise and maintain diaries for the CEO and members of the Exec team. • Manage incoming correspondence and prioritise competing requests; filter through requests independently and follow through on behalf of CEO, as needed. • Use own initiative, referring complex issues where necessary. • Attend meetings and provide clerking and take minutes on behalf of the CEO as required. • Conduct research for the CEO for any projects when requested and alert the CEO to key issues affecting the efficient running the Trust and to liaise with other colleagues on behalf of the CEO as appropriate. • Liaise with all agencies and organisations where CEO holds any other official role and manage the CEO's input accordingly. • Decision making within guidelines, in accordance with the policies determined by the CEO. • Support the CEO and Exec in the delivery of key service delivery projects through the use of recognised project management techniques and methodologies. • Take an active role in the 5D PA/ Office Managers network. • Be responsible for co-ordinating the Trust Calendar that underpins all strategic and operational activities across all Academies. <p>Learning and Training Centre Administrative Support</p> <ul style="list-style-type: none"> • Scheduling & Coordination of the Trust Professional Offer. • Be Responsible for the LTC calendar, confirm programme requirements and publish, liaise with CPD leads for cohorts, book facilities and catering. • Communicate the Trust professional offer, issue joining instructions, ensure excellent delegate experience and communications. • Liaise with external organisations and internal departments, coordinate with delivery partners.

	<ul style="list-style-type: none"> • Capture and chase feedback, share outcomes with Marketing & Comms, support continuous improvement. • Oversee budgets, monitor and track invoices, ensure timely payments and compliance.
Routine Tasks	<ul style="list-style-type: none"> • Administration to include arranging meetings/rooms, maintaining contact lists, organising filing, booking travel and hotel rooms, organising conference calls and ensuring the smooth administrative operation of the department. • To produce, update and proofread letters, documents, briefing papers, agendas, reports and presentations as requested by the CEO, ensuring a high level of accuracy. • Book conference facilities, catering, provide hospitality and make arrangements for external guests for meetings and events where required. • To travel with the CEO as agreed to provide general assistance, to take notes, identify priorities and contribute where relevant. • Ensure that confidentiality is kept, deadlines achieved and effective support to staff is provided. • This role offers flexibility in working hours to accommodate the Leadership & Training Centre's programme schedule. Some early starts may be required to support NPQ cohorts and key events. • Upload and maintain virtual CPD offer (STEPPS) on SharePoint, manage event pages and resources.
General	<ul style="list-style-type: none"> • To be aware of the Trust's duty of care in relation to staff, students and visitors and to always comply with the health and safety policy. • Some working flexibility will be required to meet the demands of this post. • To establish and maintain positive, constructive, and professional working relationships with staff, visitors, students, parents, and other professionals of the Trust. • To be aware of and comply with the codes of conduct, regulations and policies of the Trust and its commitment to Equality, Diversity and Inclusion. Act in a courteous way at all times in communications with both colleagues and all stakeholders. • To contribute to whole School and Trust events as and when required. • To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated to support the development of the school. • To carry out any other reasonable duties or requests of your Line Manager and/or Head of School, that are in keeping with this post or as may be determined from time to time by the Operations Manager, Head of School or CEO.

This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility as which they will be required to work. In the interests of effective working, the major tasks may be reviewed on an annual basis to reflect changing business needs and circumstances. Such reviews, and any consequential changes, will be carried out in conjunction with the post holder. It does not form part of your contract of employment.

The 5 Dimensions Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All posts are defined as Regulated Activity and therefore this post is subject to an Enhanced DBS.

PERSON SPECIFICATION

ATTRIBUTE	Essential (E) or Desirable (D)	Assessment
Qualifications		
GCSE Maths & English A*-C (or equivalent)	E	A
Demonstrate literacy and numeracy competence through proven experience or academic qualification	D	A/I
Knowledge and experience		
Confident to manage complex issues and make decisions against tight timescales.	E	A/I
At least 2 years experience of working in an administrative function in a school/Education environment	E	A/I
Experience of working with students within an education setting	E	A
Previous experience of working within a school environment (5 years)	E	A/I
Demonstrable enthusiasm and initiative to develop own use of new technologies to enhance the work of the admin team	E	A/I
Skills		
Ability to anticipate and problem solve, high levels of tact, diplomacy, discretion and ability to demonstrate absolute respect for the confidentiality of information	E	A/I
Excellent IT skills, including Microsoft office, Teams, etc		
Ability to build good, effective working relationships with key stakeholders	E	A/I
Ability to communicate with a variety of staff at different levels	E	A/I
Ability to work independently and to use initiative	E	A/I
Highly organised, able to prioritise the work of the team	E	I
Ability to build professional relationships with students based on respect	E	A/I
Highly organised with good organisational skills.	E	I
Ability to work at pace with Meticulous attention to detail and compliance with GDPR.	E	A/I
Strong interpersonal communication skills to include verbal and written, active listening, critical thinking, persuasiveness, advising and counselling skills	E	A/I
Personal attributes		
Demonstrate and adhere to 5 Dimensions core values	E	I
Adhere to GDPR guidelines and the Trust's internal procedures	E	I
Adhere to the Trust's Safeguarding and Prevent policy	E	I
Adhere to Health and Safety Policy	E	I
Commitment to own professional development	E	I/A
Commitment to keeping abreast of COSHH/health and safety legislation	E	I
Commitment to equality and diversity in the workplace	E	I

A = Application

I = Interview

T = Task/Activity



R = References

I confirm that I have received a copy of the above job description for this role.

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Date

Signature