



COCKBURN
MULTI-ACADEMY TRUST
TRANSFORMATION TO EXCELLENCE



We're Hiring

Recruitment Booklet

Executive Assistant & Trust Governance Officer

COCKBURN SCHOOL 
Specialist status in the Performing Arts Learning for Life

COCKBURN JOHN CHARLES ACADEMY 
Learning for Life

COCKBURN LAURENCE CALVERT ACADEMY 
Learning for Life

COCKBURN INGRAM ROAD ACADEMY 
Learning for Life

FOOTSTEPS
to success



MIDDLETON PRIMARY SCHOOL



COCKBURN REACH ACADEMY 
Learning for Life

 **MINDFUL EMPLOYER**



0113 271 9962



recruitment@cockburnmat.org



www.cockburnmat.org

Job Description – Executive Assistant & Trust Governance Officer

Post: Executive Assistant & Trust Governance Officer
Pay scale and salary: S01, SCP 23-25
Contract Type: Permanent
Hours of work: Full time, 37 hours per week term time only plus an additional 15 training days

Accountable to: Chief Executive Officer & Chief Operating Officer

Purpose of Role:

To provide high-quality executive support to the Chief Executive Officer (CEO) and the wider Trust ELT and ensure the effective delivery of Trust governance functions. The role combines the traditional responsibilities of a Personal Assistant with key duties in corporate governance, board administration, and compliance with regulatory requirements.

Main Duties:

- Act as the first point of contact for the CEO, managing communications, filtering correspondence, and handling confidential information sensitively.
- Proactively organise and manage the CEO's diary, schedule appointments, and coordinate meetings and travel logistics.
- Prepare and proofread correspondence, reports, presentations, and briefing papers.
- Prepare and coordinate recruitment and selection timetables and documentation and undertake identity checks.
- Support the CEO in stakeholder engagement, including liaising with partners, trustees, and senior external contacts.
- Ensure effective follow-up on actions and commitments made by the CEO.
- Provide high-quality minutes of meetings as required.
- Duties in line with the above for the wider Trust executive leadership team.

Governance and Board Administration

- Coordinate all Board, Committee, and Subcommittee meetings, including preparation of agendas, collation and distribution of papers, and minute taking where required.
- Ensure compliance with organisational governance frameworks, policies, and statutory obligations.
- Maintain the Trust's governance calendar, ensuring key reporting and filing deadlines are met.

- Support the induction, training, and appraisal processes for Trustees and Governors.
- Manage the filing and storage of governance records, ensuring confidentiality and compliance with data protection regulations.

Compliance and Risk Management

- Assist in the review and update of governance-related policies and procedures.
- Support internal and external audits related to governance, risk, and compliance.
- Maintain registers of interests, gifts, and conflicts of interest for Trustees and senior staff.

Communication and Coordination

- Serve as a liaison between the CEO, Trustees, senior leadership team, and other stakeholders.
- Ensure professional, timely, and accurate communication with all internal and external stakeholders on behalf of the CEO and Trust Board.
- Ensure smooth information flow across departments and governance bodies.
- Draft communications on behalf of the CEO as needed.
- Assist in the planning and execution of events, including executive team workshops and board meetings.
- Support and coordinate hospitality arrangements where required.

General

- The postholder will comply with the Trust's equal opportunities and inclusion policies ensuring their development and promotion within the academy.
- The postholder is expected to uphold the highest standards of safeguarding and child protection at all times, in line with Trust policies and statutory guidance.
- Undertake such other duties as reasonably correspond to the general character of the post and commensurate with grade, including contributing to duties, attending meetings and public events.
- Fulfilling any other reasonable duties as required by the CEO.
- Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.
- Employees are expected to present themselves and to act and to be seen to act in a professional manner at all times.

The post holder will be required to work flexibly across the trust to deliver an efficient service. There will be regular contact with students, colleagues, internal and external customers.

Person Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

QUALIFICATIONS	Essential	Desirable	MOA
Grade C/4 or above in GCSE English and Maths.	*		A/Q
Professional certification in Executive Assistance, Project Management (e.g., PRINCE2, PMP), or School Governance (e.g., NGA, ICSA).		*	A/Q
KNOWLEDGE/SKILLS	Essential	Desirable	MOA
Excellent organisation skills	*		A/R/S
Knowledge of general office procedures and practice including confidentiality	*		A/Q/R/S
Strong numeracy/literacy & ICT skills	*		A/R/S
Able to communicate clearly, effectively and appropriately with a wide range of people	*		A/R/S
Able to process documentation using Microsoft office application or similar	*		A/Q/R/S
Able to accurately enter/retrieve data information from information systems/databases	*		A/Q/R/S
Able to manage competing priorities to enable the timely delivery and meeting of conflicting deadlines	*		A/R/S
Ability to work to specified work programmes and timetables	*		A/R/S
Knowledge and skills to safeguard the welfare of CYP and uphold your professional responsibility	*		A/Q/R/S
Basic understanding & knowledge of school systems and procedures	*		A/R/S
Ability to work under pressure and use own initiative	*		A/R/S
Ability to formulate ideas and solutions and present them clearly to the CEO	*		A/R/S
Advanced ICT skills (Microsoft Office 365)		*	A/R/S

including Outlook, Teams, Word, Excel, PowerPoint)			
<u>EXPERIENCE</u>	<u>Essential</u>	<u>Desirable</u>	<u>MOA</u>
Experience of working in an educational environment	*		A/R/S
Experience of dealing with queries from a wide range of people in a customer focussed environment	*		A/R/S
Experience of participating in teams and working on own initiative	*		A/R/S
Minute-taking		*	A/R/S
Experience of Trust governance		*	A/R/S
<u>PERSONAL QUALITIES</u>	<u>Essential</u>	<u>Desirable</u>	<u>MOA</u>
A positive attitude and passionate about data analysis and making a difference	*		A/R/S
Excellent listener and communicator	*		A/R/S
Accuracy and attention to detail, including data verification checks	*		A/R/S
Ability to work independently and as part of a team	*		A/R/S
Energy, enthusiasm, sense of humour	*		A/R/S
Ability to motivate self and others	*		A/R/S
Willingness to contribute to the wider life of the Academy and Trust	*		A/R/S
Able to meet the travel requirements of the post - occasionally visiting other schools within the trust.	*		A/S
Emotional resilience - recognising that working in Education can be a demanding job but approach the challenge positively	*		A/R/S
Subscribe to the ethos of the Trust and go the extra mile in terms of time and commitment to get the very best from their students	*		A/S
The postholder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.	*		A/Q/R/S
Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the			

role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.

This role is subject to a six-month probationary period and satisfactory enhanced DBS check. As one organisation Cockburn Multi-academy Trust expects all its employees to work across any academy within the trust as and when required.

METHOD OF ASSESSMENT (MOA)	A =	Application Form
	Q =	Qualification
	R =	References
	S =	Selection Process

COCKBURN

CAREER PATHWAYS

What job roles am I interested in?

Pastoral

Safeguarding Officer, Family Support Worker, Early Intervention Therapeutic Worker, Attendance Outreach Worker, Outreach Co-ordinator, Early Intervention Worker Assistant SENCO, Head of Year

Facilities

Cleaner, Cleaning Supervisor, Caretaker, Caretaker, Site Manager, Premises Assistant, General Kitchen Assistant, Senior Catering Assistant, Catering Supervisor, Catering Manager

Data/technical support

Reprographics, Data Assistant, Data Manager, Trust Data and MIS Officer, IT Technician, Senior IT Technician, IT Manager

Operational

Receptionist, Administrator, Office Manager, School Business Manager, Personal Assistant to Head of School/ Executive Headteacher, Exams Officer, Finance Assistant, Finance Officer, Trainee Accountant, Finance Manager, HR Manager, Head of HR, Deputy Chief Operating Officer, Chief Operating Officer

Classroom support

Midday Supervisor, Before/After School Club Assistant, Playworker, Nursery Assistant Child and Family Practitioner Behaviour & Learning Inclusion Practitioner, Teaching Assistant, Learning Mentor, Cover Supervisor, HLTA, DT/Art/Food/Science Technician LRC Coordinator

Routes into teaching

QTS, QTLS, PGCE, SCITT, School Direct Teach First, Teaching Apprenticeship, Straight to Teaching

What career path should I take?

Ongoing training and development

PDD Days, annual updates, staff briefings, departmental specific training, away days

What qualifications do I need to reach my goal?

GCSEs, A Levels, NVQs, diploma, foundation degree, PGCE, QTS, ECT, Level 3 TA, CIPD, accountancy, H&S, NEBOSH, computing and IT, apprenticeship

Annual appraisal

CPD, training and development, career aspiration conversations, succession planning

Training for new starters...

Staff induction, statutory training including child protection and safeguarding, online safety, data protection, school policies, behaviour management

What internal training may there be available?

Shadowing, acting up, secondments, mentor support, volunteering, associate roles

How do I find out more about job roles?

Job adverts/website, line manager, careers officer, departmental heads, teacher training lead, HR

Smart clinic resources

Self-care and personal development

National College resources

Teaching and learning, pedagogy. SEND, admin, finance, staffing, recruitment, facilities, H&S

Our values and ethos

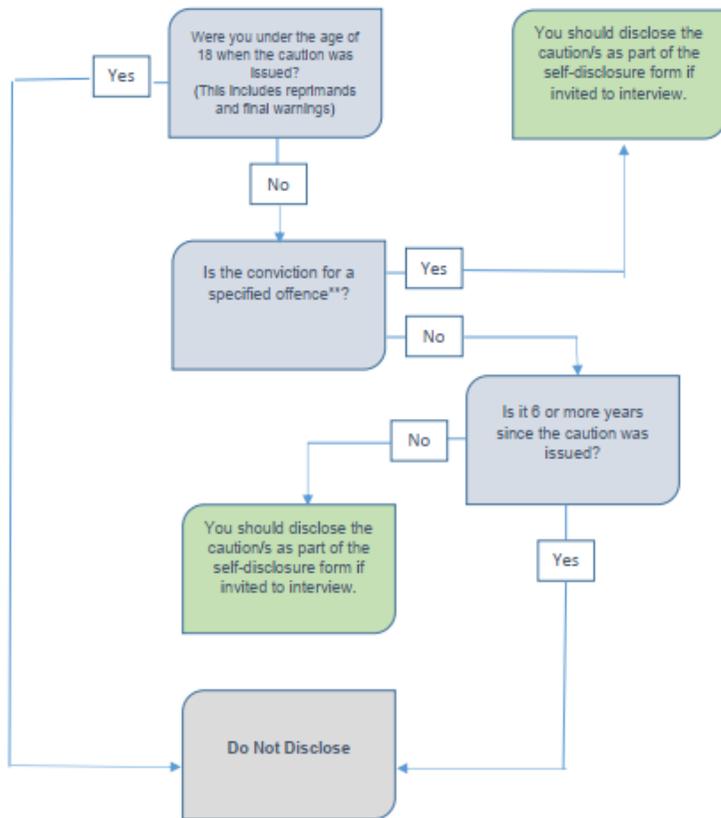
Equality, diversity and inclusion, high quality professional development, internal coaching and individual CPD rewarding jobs, lifelong learning, growth mindset, work life balance, flexibility

SUPPORT STAFF



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Disclosure of a Caution
(this includes reprimands and final warnings)



**<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

Disclosure of a Conviction
Please work this through for each conviction you have separately even if they were part of the same legal proceedings

*https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf

**<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

