



# St Cuthbert's

## ROMAN CATHOLIC ACADEMY TRUST

### JOB DESCRIPTION and PERSON SPECIFICATION

<b>ORGANISATION:</b>	<b>St Cuthbert's RC Academy Trust</b>	<b>GRADE:</b>	Grade 7 SCP 20 - SCP 24, £32,597 - £34,412, pro-rata Term time only plus 5 days.
<b>JOB TITLE:</b>	<b>PA to the Executive Team</b>	<b>DATE PREPARED:</b>	December 2025

### DIGNITY AT WORK

- To show, at all times, a personal commitment to treating all stakeholders and colleagues in a fair and respectful way, giving positive regard to people's differences and individuality.
- Promotes equal access to services and employment opportunities and supports the Equal Opportunities in Employment Policy adopted by the Trust.

### SUMMARY

The PA to the Executive Team will uphold and demonstrate explicitly the vision, values, and aims of the Trust. The postholder will provide comprehensive administrative and secretarial support to the Executive Team, managing diaries, coordinating high-level meetings, and ensuring the smooth operation of the central team. You will act as a primary point of contact, ensuring effective communication between the Trust, its schools, and external partners.

## **PURPOSE:**

- To manage and co-ordinate the Executive Team's diaries and organise meetings as appropriate.
- To work alongside all other staff to promote appropriate professional behaviours and a positive ethos within the Trust.
- To maintain and devise office systems using IT packages, adhering to confidentiality and data protection regulations at all time.
- To actively support, promote, and uphold the Catholic ethos of the school and contribute to the mission of the Trust.

## **PRINCIPAL ACCOUNTABILITIES**

### **Executive Support & Administration**

- Manage the CEO and Executive Team's diaries. Organise meetings on their behalf, ensuring they are well-prepared for all engagements.
- Screen phone calls, enquiries, and requests, handling them yourself when appropriate to reduce administrative burden on the Executive Team.
- Produce and respond to complex, sensitive, and confidential correspondence on behalf of the CEO.
- Arrange hospitality and refreshments for meetings, managing the hospitality on behalf of the Executive Team and the meeting space.
- Undertake all general administrative duties, including emails, data management and filing.
- Manage the workflow of policy creators in order for updates to be timely and well communicated.

### **Governance & Communications**

- Take comprehensive and accurate minutes for Trust meetings, produce them for authorisation, and distribute as appropriate.
- Note and coordinate follow-up actions at the end of key meetings and from correspondence.
- Liaise with staff, Headteachers, parents, and carers on behalf of the Executive Team.
- Liaise as appropriate with professional bodies, across the Trust, and outside agencies.

- Utilise knowledge of the marketing mix (digital marketing, branding) to support Trust-wide communications and detailed reporting for stakeholders.

### **Compliance & Operations**

- Responsible for the administration of Trust-wide documentation and storing of associated records.
- Support the coordination of the Trust calendar in connection with appropriate leaders.
- Meet with the Executive Team regularly for planning and scheduling.
- Work in a flexible way to respond to the needs of the Trust and fulfil other duties appropriate to the grade.

### **DIMENSIONS:**

- **Responsibility for Resources:** Management of office supplies and hospitality budgets.
- **Working Relationships:** Liaises with the CEO, Directors, Headteachers, Governors, and external agencies.

### **PROFESSIONAL DEVELOPMENT EXPECTATIONS**

The PA to the Executive Team is expected to:

- Engage in continuous professional development to maintain and enhance knowledge of Trust procedures and office management.
- Attend all mandatory training, including Safeguarding and GDPR updates.
- Participate in regular appraisal meetings to reflect on practice and set professional goals.

## PERSON SPECIFICATION

Criteria	Essential	Desirable	How Identified
<b>Qualifications</b>			
5 GCSEs, minimum grade C (or 4), including English and Maths	✓		AF / CC
NVQ Level 2 or 3 in Business Administration (or equivalent)	✓		AF / CC
Qualified to degree level		✓	AF / CC
Short-hand qualification		✓	AF / CC
<b>Experience</b>			
Substantial experience working as a Personal Assistant		✓	AF / R / I
Proven track record of efficiently prioritising workload	✓		AF / I / R
Experience producing detailed reports for stakeholders	✓		AF / I / R
Up-to-date knowledge of the marketing mix (digital/branding)	✓		AF / I / R
Experience working in a school or academy environment		✓	AF / I
<b>Skills and Knowledge</b>			

Criteria	Essential	Desirable	How Identified
Excellent ICT skills (Word, Outlook, Excel, PowerPoint, Social Media)	✓		A / I / R
Excellent English written and verbal communication skills	✓		A / I / R
Ability to manage conflicting demands under pressure	✓		A / I / R
<b>Personal Attributes</b>			
Highest personal integrity, sensitivity, and confidentiality	✓		A / I / R
Proactive, conscientious, and positive attitude	✓		A / I / R
Empathetic and resilient	✓		A / I
Knowledge/commitment to safeguarding children	✓		A / I