

Executive Assistant

Job description



Duration: Part-time, Perm (TT+4 weeks, working 37 hours per week)

Location: Based at Notre Dame High School with significant elements of remote working

Salary: £34,434-£36,362 FTE (Scale H)

Responsible to: CEO

Purpose

This is a pivotal role within the Trust's central team. The Executive Assistant provides high-quality operational and administrative support to the CEO and central leadership team, acting as a trusted point of coordination across the Trust's 12 schools. The postholder will play a central role in driving efficiency, enabling senior leaders to focus on strategic priorities, and ensuring the Trust operates smoothly and professionally across all aspects of its work. The role acts as the main point of coordination across the Trust's schools, defining and implementing Trust-wide standards enabling effective communication, ensuring consistency of approach, and the smooth operation of Trust-wide activity.

The postholder will be proactive, highly organised, and confident in managing a varied and demanding workload. They will demonstrate sound judgement, discretion with sensitive information, and the ability to build strong working relationships across the Trust and with external partners. The Executive Assistant will have operational management of day-to-day executive, governance and information management processes, including planning workloads, setting priorities, coordinating contributions from others and resolving issues as they arise.

Organisational relationships

- Reporting to and line managed by the Chief Executive Officer.
- Works closely with members of the central leadership team, including the Director of School Improvement, the Finance and Operations Director and the Head of HR.
- Acts as a key point of contact for Headteachers, governors, trustees, and external partners.
- Collaborate regularly with the Trust Compliance Manager on governance related work.

Main duties and responsibilities

Administration, Coordination and Operational Excellence

- Act as the primary point of welcome for the central team, providing a professional and helpful first point of contact for all visitors, callers, and written communications.
- Proactively manage the CEO's diary and the Trust calendar, prioritising appointments, coordinating meetings across sites, and ensuring senior leaders are well-prepared for all commitments.
- Provide comprehensive executive support to the CEO, exercising independent judgement in prioritising work, preparing briefing materials, correspondence, and follow-up actions, and escalating matters as appropriate.
- Take a lead role in coordinating Trust-wide administrative activity, ensuring consistency, quality and compliance.
- Accountable for the effective delivery and budget management of Trust-wide events, including staff conferences, leadership development days, and stakeholder engagement activities.
- Take responsibility for innovation in administrative processes, including the use of AI-assisted tools such as automated minute-taking to improve efficiency.
- Maintain accurate and well-organised records, files, and documentation in line with data protection requirements.
- Undertake ad hoc research, project coordination, and other tasks as directed by the CEO.

Communication and Marketing

- Manage the Trust's social media presence, ensuring content is timely, accurate, and consistent with the Trust's values and communication strategy.
- Produce and distribute Trust newsletters, ensuring they reflect the life and priorities of the Trust's schools and central team.
- Manage and develop the Trust's SharePoint environment, ensuring it is well-organised and a useful resource for staff across all schools.
- Coordinate updates to the Trust website, working with the Trust Compliance Manager and other relevant colleagues to ensure information is accurate, timely, and appropriately authorised.
- Support the central team in producing high-quality communications for internal and external audiences.

School Improvement Data Administration

- Oversee the production and quality assurance of regular data reports for the Board of Directors and central leadership team, including school-on-a-page (SOAP) summaries, attendance data, and safeguarding monitoring information.
- Coordinate the collation of primary and secondary performance data from schools, working with Headteachers and data leads to ensure accuracy and timeliness.
- Work with the Trust's data staff to support the development and automation of reporting processes.

- Maintain up-to-date and well-presented data dashboards that support strategic oversight and governance.

Human Resources

- Manage the recruitment activity for central team vacancies, from advertisement to induction, ensuring a high-quality candidate experience.
- Maintain the central team's Single Central Record (SCR), ensuring it is accurate and up to date.
- Ensure our group of schools remain compliant with SCR requirements.
- In collaboration with the Head of HR, produce HR management information reports for the Board of Directors, including workforce data, recruitment activity, and key HR metrics.
- Manage various stakeholder feedback activities including employee and parent surveys.

Governance

- Serve as Clerk to the Board of Directors and relevant committees, holding responsibility for the effective administration and assurance of governance processes, from scheduling and agenda preparation to minute-taking and action follow-up.
- Lead on the development, implementation and continuous improvement of executive and governance administrative processes across the Trust.
- Take and produce accurate, high-quality minutes for central team meetings as required.
- Support the Trust Compliance Manager with policy development and oversight.
- Support the executive team in ensuring compliance with statutory governance requirements, including complaints processes and data protection obligations.

4 GENERAL DUTIES

- Be aware of and comply with statutory and Trust policies and procedures as applicable, including safeguarding, data protection, and health and safety.
- Participate in training and other learning activities as required, and to engage with appraisal and professional development.
- Support the Catholic ethos of the Trust in all aspects of the role, acting with integrity, professionalism, and respect for the values of the Trust.
- Undertake other duties that fall within the grade and role, as may be reasonably required by the CEO.

Role Development and Future Responsibilities

This is an evolving role that will develop in line with the growth and increasing complexity of the Trust. As the central team expands, the postholder will be expected to take on greater ownership of defined functions and processes and is likely to include line management responsibility for administrative or business support staff in the future. The Trust is committed to reviewing the scope and grading of the role as responsibilities develop.

Date last reviewed: April 2026

PERSON SPECIFICATION

Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Proven experience working as a personal assistant, executive assistant, or senior administrator at a senior level • Experience of diary management and providing executive support to a senior leader • Experience of minute-taking at formal meetings, including Board or governance-level meetings • Experience of compiling data reports or management information for senior leadership 	<ul style="list-style-type: none"> • Experience of maintaining HR records, including Single Central Records or equivalent compliance documentation • Experience of managing communications, including websites, social media, or newsletters • Experience of working in an education or public sector setting
Qualifications and Training	<ul style="list-style-type: none"> • GCSE English Language and Mathematics at Grade C / Grade 5 or above (or equivalent) • Evidence of continuing professional development 	<ul style="list-style-type: none"> • Educated to A Level / Level 3 or above • Relevant qualification in business administration, HR, project management, or a related field
Knowledge and Skills	<ul style="list-style-type: none"> • Excellent written and verbal communication skills, with the ability to draft professional correspondence and documents to a high standard • Strong organisational and planning skills, with the ability to manage competing priorities and meet deadlines with minimal supervision • High level of attention to detail and accuracy, particularly in producing reports, minutes, and compliance records • Excellent IT skills, including confident use of Microsoft 365 (Outlook, Word, Excel, PowerPoint, Teams, SharePoint) • Ability to handle sensitive and confidential information with discretion and sound judgement • Ability to work proactively and on own initiative, anticipating needs and managing workload effectively • Understanding of GDPR and data protection principles as they apply to HR and governance records 	<ul style="list-style-type: none"> • Knowledge of governance structures and processes in a multi-academy trust or similar setting
Personal Qualities	<ul style="list-style-type: none"> • Commitment to the Catholic ethos and values of the Trust • Professional, credible, and confident in dealings with senior leaders, governors, trustees, and external partners • Proactive, resourceful, and solutions-focused, with a 'can-do' attitude • Adaptable and resilient, able to work calmly and effectively in a busy environment • Reliable and conscientious, with a strong sense of accountability • Enthusiastic about continuous improvement and embracing new ways of working, including digital innovation • Committed to safeguarding and promoting 	

	the welfare of children and young people	
Other	Valid driving licence	