



St Ralph Sherwin Catholic Multi-Academy Trust

Job Description

Executive Administration Assistant

St Ralph Sherwin Catholic Multi Academy Trust is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Reporting to:	Trust Marketing Manager
Grade/Salary:	Band 3, SCP 6-9
Contract Type:	Full-time, Permanent
Hours:	37 hours per week, 41 weeks per year
Location:	St Katherine's House, Mansfield Road, Derby, DE1 3TQ

Main purpose

The Executive Administration Assistant will provide high-quality administrative and organisational support to the central leadership team and CEO, ensuring the smooth running of executive functions across the Trust. This is a key role, requiring professionalism, discretion, and the ability to work proactively in a fast-paced environment.

Duties and responsibilities

- Provide comprehensive administrative support to the CEO and CLT, including diary management, meeting coordination, and minute taking
- Prepare, collate and distribute documents and reports for meetings, ensuring confidentiality and accuracy at all times
- Act as the first point of contact for internal and external enquiries to the CEO and CLT, providing a professional and welcoming service
- Support the planning and organisation of Trust-wide events, training, and conferences
- Maintain accurate records, files and databases, ensuring compliance with data protection requirements
- Assist with the production and distribution of communications and correspondence on behalf of the CEO and CLT
- Monitor and manage central office supplies and resources
- Liaise with school leaders and stakeholders across the Trust
- Undertake any other duties as reasonably requested by the CEO or CLT in line with the remit of the role



- Provide support with school and Trust website updates (full training will be provided), including uploading documents and content via the WordPress content management system, making design updates where required, and ensuring information across all sites is accurate, clear, and consistently presented.

Wider Responsibilities

- Be aware of and comply with the school’s Child Protection and Safeguarding Policy, Health and Safety Policy, Equality Information and Objectives Policy, Data Protection Policy and any other relevant policy and procedure. Directing any questions about policy and procedure to the line manager.
- Be aware of and support difference and ensure equal opportunities for all stakeholders accepting the principles underlying the school’s Equal Opportunities Policy and practice.
- Maintain confidentiality of the school, its pupils, and parents, acting in accordance with the school’s Confidentiality Policy at all times.
- Contribute to and support the overall Catholic vision and ethos of the school.
- Attend and participate in relevant meetings as required.
- Participate and engage in training and appraisal as required.
- Undertake additional duties as reasonably requested by senior staff.
- Be committed to safeguarding and promoting the welfare of children and young people.

Other areas of responsibility

The Executive Administration Assistant will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person Specification

Executive Administration Assistant

Key: I = Interview A = Application Form

Essential	Desirable	How evidenced?
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St Ralph Sherwin

Catholic Multi Academy Trust

Qualifications and Training	GCSEs (or equivalent) in English and Maths at grade C/4 or above	✓		
	Evidence of continued professional development relevant to administration	✓		
Experience	Experience working in a busy administrative or secretarial role	✓		
	Experience of working in an educational setting		✓	
	Previous experience supporting senior leaders or executives		✓	
	Experience of managing confidential and sensitive information	✓		
Skills and Knowledge	Excellent organisational and time management skills, with the ability to prioritise work to meet deadlines	✓		
	Strong IT skills, including proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)	✓		
	High level of accuracy and attention to detail	✓		
	Ability to use initiative and problem solve effectively	✓		
	Excellent written and verbal communication skills	✓		
Personal Qualities	Flexible in terms of working hours and duties	✓		
	Uphold and promote the Catholic ethos and values of the school	✓		
	Commitment to maintaining confidentiality at all times	✓		
	Commitment to safeguarding, equality, diversity and inclusion	✓		



**St Ralph
Sherwin**
Catholic Multi Academy Trust

Notes:

This job description may be amended at any time in consultation with the postholder.

Add any other notes of relevance to the role/this document

Last review date: 21/04/2026

Next review date:

Line manager's signature:

Date:

Postholder's signature:

Date:
