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Job Description and Person Specification

Role	Executive PA- CEO
Grade and Range:	Brand A
Location:	Flying High HQ- 2a Vickery Way, Chilwell, Nottingham, NG9 6RY The role will predominantly be office based
Accountable to:	Chief Executive Officer
Date last reviewed:	08/01/2025

Position Overview

Through expert communication, administration and coordination you will enable the CEO to consistently operate strategically and impact across the partnership. The role requires a skilled administrator, with the ability to manage and prioritise a varied workload and provide good attention to detail.

Your primary responsibilities will include:

Personal Assistant to the CEO

- Complete diary management for the CEO, prioritising time to ensure the CEO is able to consistently impact and influence the partnership.
- Provide a diverse range of administrative support to the CEO, consistently providing high quality and well presented documentation.
- Through consistent and pro-active communication ensuring the CEO is informed and prepared to operate strategically in all forums and at all times.
- Prepare and make available key documentation to ensure the CEO is well prepared on a weekly and daily basis.
- Host visitors providing a high level of customer service at all times.
- Communicate with key stakeholders, ensuring that all are kept informed on all activity associated to the CEO.
- Accompany the CEO in meetings, taking minutes and providing administrative support.
- Accompany the CEO at key events where appropriate.
- Complete management of the CEO's inbox, ensuring the CEO is well informed at all times, and actions required are prioritised.
- Enable the CEO remain connected and informed of key developments across all schools in the Partnership.

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- Support the CEO to maintain strong communication and reporting to Trustees, this to include management of Trustee meetings and the preparation of reports and associated evidence.
- Enable the CEO to build strong and effective relationships with the DfE through key communications,
- Enable the CEO to be fully prepared for any external accountability of the MAT, including the development of key documentation and collation of evidence.
- Work with the CEO to develop a full strategy that evaluates and drives culture across the partnership.
- Support the CEO in fulfilling system wide responsibilities on behalf of the DfE.
- Enable the CEO to remain connected to individuals and departments across the central team.
- Work with the CEO to enable a programme of 'social' opportunities across the central team.
- Organising travel and accommodation arrangements.
- Collating and filing expenses.
- Miscelanous tasks, in response to the needs of the CEO.
- Support the wellness of the CEO, ensuring the capacity to consistently operate effectively.

Strategic Development Group

- Schedule SDG meetings, ensuring these are regular, efficient and well attended.
- Coordiante and communicate weekly agendas, ensuring these are well planned and impact on key priorities.
- Coordinate engagement of the wider central team.
- Ensure members of SDG are aware of deadlines and provide support to the team to prepare reports and other information.
- Provide general administrative support to members of SDG.
- Manage a comprehensive filing system on behalf of SDG.
- Work with SDG to enable preparation for Trustees meetings, including developing reports and collating wider documentation.
- Work with the CEO and DCEO to enable a clear and consistent Head teacher appraisal process across all schools.
- Work with SDG to oversee SHG meetings, including on the day events management and administration, the preparation of agendas and materials and key communications.
- Work with SDG to oversee central team communications, briefing and team meetings.
- Implement and oversee a comprehensive monitoring timetable.
- Provide refreshments during meetings, to ensure that the group remains focused on strategic decisions.



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General Duties

- Contribute to scheduling across the partnership, in line with priorities for the partnership.
- Provide front of house cover, where required.
- Contribute to an effective central team.
- Role model the Flying High cultural expectations and encourage these in others.
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, copyright etc. reporting all concerns to your line manager
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall aims of the Flying High Partnership by engaging as an active member of the Central Team.
- Attend and participate in relevant meetings and workin groups as required.
- Participate in training and other learning activities as required.
- To perform any other task under the reasonable direction of your Line Manager which could include assisting in other areas of the Central Team and schools.

Skills and Experience Required:

The following requirements will be assessed through either the Application Form (AF), during the Interview (I) or as part of an Assessment (AST).

	Essential	Desirable
Qualifications, Education and Training		
A good standard of literacy and numeracy.	AF/AST	
Evidence of a commitment to ongoing learning and continuous professional development	AF/I	
Full driving license	AF	
Experience		
Experience as a PA, or equivalent in a professional environment	AF/I	
Supporting at an Executive leadership level		AF/I
Successful experience in administration	AF/I	

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Experience of diary/ people management scheduling	AF/I	
Experience utilising a wide range of IT resources to support administration and efficiency	AF/I	
Experience working with or in education		AF/I
Experience working with and supporting an effective team	AF/I	
Experience providing administrative support in formal meetings	AF/I	
Skills and Knowledge		
Highly effective administrator	AF/I	
A skilled communicator	AF/I	
Emotional intelligence, able to notice and respond to the needs of others	AF/I	
Ability to effectively prioritise and manage workload	AF/I	
Able to provide positive and welcoming customer service	AF/I	
Strong literacy skills	AF/I	
Good presentation skills, able to produce high quality materials to support presentations and professional reports.	AF/I	
Embrace new opportunities and technology to support administration and efficiency.		AF/ I
Good attention to detail	AF/I	
A knowledge of the education sector		AF/I
Personal Qualities/Attributes		
Able to build strong and open working relationships	AF/I	
Have high expectations for themselves and the people they work with	AF/I	
Be adaptive and responsive to change	AF/I	
Highly professional, consistently respecting confidentiality	AF/ I	
A fantastic team player, able to be a positive addition to the central team	AF/I	
Demonstrates resilience, able to remain solution focused at all times.	AF/ I	



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Special Requirements		
Motivated to impact children across Flying High and beyond	AF/I	
Be committed to the mission, culture and character of the Flying High Partnership	AF/I	
To model the Flying High Partnership cultural expectations and expect this in others	AF/I	
Be prepared to engage in any CPL opportunities that arise to support the development of the role.	AF/I	
Relates well to colleagues and works well as part of the team.	AF/I	
Develop a strong trusting relationship with the CEO, DCEO and and members of SDG	AF/I	

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