



JOB DESCRIPTION

Personal Assistant to the Senior Leadership Team

Grade

Grade 6, SCP 18-24

Purpose

The postholder is responsible for providing comprehensive administrative and personal support to the Senior Leadership Team so that they can perform their roles effectively, support the smooth and efficient running of the leadership team through effective communication, schedule coordination, documentation and whole-school initiatives, and work with professionalism, confidentiality, critical thinking and the ability to anticipate needs and offer solutions.

Staff Responsibilities

Line management responsibility: as directed by the Operations Manager

Deployment

Fixed-site deployment at Maiden Erlegh School, with occasional cross-Trust support where required.

Financial Accountability

No budgetary responsibility.

Key accountabilities

- Support teaching and learning by enabling the Senior Leadership Team to work effectively through high-quality administrative, organisational and personal support.
- Manage leadership diaries, meetings, visits, communication, correspondence and delegated actions with professionalism and discretion.
- Prepare, compile and coordinate reports, documentation, minutes and action tracking to support timely decision-making and delivery of school and Trust priorities.



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- Manage confidential information, enquiries, complaints, Subject Access Request support and personal administration in line with Trust expectations.
- Coordinate policy, Handbook Hub, website, marketing, database, filing, expenses, travel, accommodation and event administration.
- Build effective relationships with colleagues, students, parents and carers, external agencies, suppliers and Trust stakeholders.
- Attend relevant training, updates and network meetings and undertake other duties that reasonably fall within the purview of the post after consultation with the postholder.

Relationships

The postholder will build positive, professional relationships with a wide range of stakeholders, including Trust and school leaders, colleagues across Maiden Erlegh Trust, students, parents and carers, plus external partners. These relationships are central to creating a collaborative, supportive environment that enables shared success and strong outcomes for all. This includes school leaders and colleagues in other Trust schools, school colleagues, students, parents and carers, and external agencies as required.

Supporting Maiden Erlegh Trust

The postholder may occasionally support other Maiden Erlegh Trust schools, promoting collaboration, professional growth, and the sharing of effective practice. This cross-Trust work provides opportunities to learn from colleagues, contribute to improvement initiatives, and strengthen our community. The postholder may occasionally be required to support other schools in the Trust.

Main duties and accountabilities

Teaching and Learning

- Provide comprehensive administrative and personal support to the Senior Leadership Team so that leaders can perform their roles effectively and maintain focus on school priorities to support effective leadership capacity and strong outcomes for students.
- Facilitate the smooth and efficient running of the leadership team by managing communication, coordinating schedules, preparing documentation and supporting whole-school initiatives where required.



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- Plan and review commitments and reporting schedules to assist in meeting internal and external commitments and support the delivery of goals and initiatives.
- Support marketing events and initiatives as required.
- Support the editing of website content across the Trust.
- Liaise with colleagues and suppliers, building a network of contacts to support effective school and Trust operations.

Assessment

- Compile reports and liaise directly with contributors to ensure timely submission.
- Prepare collateral for meetings and liaise at senior stakeholder level where required.
- Organise internal and external meetings, including preparatory materials, minute-taking where required, cascading actions and chasing actions where appropriate.
- Maintain databases and keep filing up to date.
- Remind relevant colleagues of important tasks and deadlines.
- Ensure all Trust policies are catalogued and formatted correctly, working closely with the Lead Governance Professional and policyholders to ensure these are reviewed as per schedule.

Behaviour Management and Student Wellbeing

- Act as a key point of contact for enquiries directed to the Senior Leadership Team, including enquiries involving students, parents and carers, and external agencies where required.
- Manage confidential information with discretion and professionalism at all times.
- Review incoming email and correspondence and, where appropriate, act independently.
- Professionally expedite delegated actions.
- Manage the complaints process.
- Support the Operations Manager with responding to Subject Access Requests.

Pastoral and Inclusion

- Communicate professionally and confidentially with students, parents and carers, colleagues and external agencies as required.
- Support the Senior Leadership Team by managing correspondence and documentation that may relate to student, parent and carer, or external agency matters.
- Maintain discretion, professionalism and confidentiality when handling sensitive information.



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- Contribute to a professional and responsive administrative function that supports effective communication between school leaders, colleagues, students, parents and carers, and external agencies.

Trust Culture

- Work with a high level of professionalism, confidentiality and discretion.
- Anticipate needs, think critically and offer solutions to problems in a proactive and professional manner.
- Attend training, updates and network meetings as appropriate.
- Support other Maiden Erlegh Trust schools when required.
- Work collaboratively with Trust and school colleagues, including the Lead Governance Professional, policyholders and colleagues in other Trust schools.

Other

- Undertake extensive diary management, including organising meetings and visits, ensuring relevant attendance and supporting preparation.
- Book and arrange travel and accommodation.
- Coordinate events as required.
- Write correspondence.
- Coordinate the Handbook Hub annual review.
- Collate and file expenses.
- Manage any personal administration that may arise.
- Undertake any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the postholder.

Line Management

- Create an inclusive working environment for your team and effectively manage team members, ensuring that appropriate HR policies and processes are followed.
- Support the development of your team, for example, by identifying training needs, suggesting development options and providing coaching and mentoring.
- Work with team members to resolve conflicts, concerns or problems, and address well-being issues as they arise



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Other requirements and responsibilities

- Enhanced DBS clearance required.
- The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.
- Maiden Erlegh Trust is committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff, and supporting everyone to reach their full potential.
- All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check.
- All Leadership roles will require a Section 128 check.