



JOB DESCRIPTION

Grade:	FTE £33,699 per annum (Grade F)
School:	Discovery MAT Central Office, with travel to schools as required
Job Title:	Executive Assistant
Reports To:	CEO
Contract	Full-time, term-time plus 2 weeks, permanent

Main Purpose of Job:

To provide high-quality, confidential executive support to the CEO and to coordinate HR administrative operations and governance clerking across the Trust. The postholder will support HR lifecycle processes, maintain accurate personnel records, clerk governance meetings, manage training and compliance records, and act as a professional first point of contact for internal and external stakeholders. The role supports the Trust's aim to ensure legally compliant, consistent, and efficient HR and governance processes across all academies.

Main Responsibilities and Duties:

1. Executive PA Support

- Provide comprehensive, confidential administrative support to the CEO, including diary management, meeting scheduling, and correspondence.
- Prepare reports, briefings, presentations, and documentation on behalf of the CEO.
- Handle communications and enquiries, exercising discretion, judgement, and professionalism.
- Coordinate meetings, including agendas, documentation, minutes, actions, and logistical arrangements.
- Maintain accurate digital and paper-based records and filing systems, ensuring full confidentiality and GDPR compliance.

2. HR Administration and Operations

- Act as the first point of contact for day-to-day HR operational queries from leaders and staff.
- Maintain accurate and confidential HR systems, staff personnel files, and Single Central Record in line with safeguarding and HR compliance requirements.
- Administer the full employee lifecycle: recruitment, onboarding, contract variations, and leavers.
- Support pre-employment processes including right-to-work, DBS, reference checking, and completion of HR documentation.
- Prepare standard HR letters, contracts, and documentation using Trust templates.
- Ensure timely and accurate payroll instructions and employee data updates.

- Liaise with the retained HR consultancy for specialist employment law, casework, or policy queries.

3. HR Compliance, Policies, and Record Management

- Support the CEO in maintaining and updating Trust-wide HR policies, working with retained HR advisers to ensure legal compliance.
- Monitor policy review schedules and ensure statutory policies are published and circulated on time.
- Support internal audits on safeguarding, HR compliance, safer recruitment, GDPR, and employee record retention.
- Promote consistency of HR process and documentation across all schools.

4. Governance Administration and Clerking

- Clerk Trust Board and Committee meetings, ensuring compliance with statutory and governance regulations.
- Prepare agendas in consultation with the CEO and Chair(s); collate and circulate papers in line with deadlines.
- Attend formal meetings, take accurate minutes, and track actions to completion.
- Maintain governance records, declarations, registers of interests, and statutory documentation.
- Support compliance with safeguarding, regulatory, and audit requirements.

5. Training, CPD and Workforce Reporting

- Maintain centralised staff training compliance logs (e.g., safeguarding, GDPR, health & safety).
- Administer training bookings, keep attendance records, and generate compliance reports for senior leaders.
- Support the organisation of staff induction, wellbeing sessions, and HR-related CPD programmes.
- Maintain HR databases and generate workforce metrics on absence, turnover, headcount, and contract changes.

6. Professional Conduct

- Demonstrate discretion, confidentiality, and professionalism in all aspects of the role.
- Uphold Trust values and support a respectful, inclusive culture across all schools.
- Build strong working relationships across the Trust, external agencies, governors, and HR specialists.
- Handle confidential, sensitive, and personal data with strict compliance to data protection policies.

Additional Responsibilities

- Support Trust-wide projects and initiatives as directed by the CEO.
- Build effective working relationships with school leaders, central team staff, and external partners.
- Uphold confidentiality and demonstrate excellent judgement in all aspects of the role.
- Promote the values, vision, and strategic aims of the Multi-Academy Trust.
- Undertake any additional duties relevant to the role and level.

Supporting processes

Work to strict deadlines within well-known routines. Under the guidance of the CEO, consider priorities within the daily and weekly routines taking account of the conditions found on the day. Be flexible within work routines to ensure statutory guidance is adhered to on all occasions.

Decision making:

The postholder will use initiative to manage day-to-day HR administration, coordination of meetings, and document preparation, referring complex matters to the CEO or retained HR consultancy as appropriate. They are expected to demonstrate judgement, professionalism, and attention to detail.

Physical effort and working conditions:

Office-based within the central Trust team, with occasional travel to schools.
Some evening attendance for governance meetings may be required.

Contacts and relationships:

A positive and collegiate working relationship with all colleagues, parents, governors, Trust staff and SLT.

Additional information:

Total confidentiality is required. Information about children or adults at the school must never be passed on at any time.

Knowledge, skills and experience:

The PA to the CEO will have strong knowledge of administrative processes, confidentiality, GDPR, and ideally an understanding of how Multi-Academy Trusts operate. They must demonstrate excellent organisational, communication, and interpersonal skills, with the ability to manage complex diaries, draft high-quality documents, and take accurate minutes. Strong IT proficiency and attention to detail are essential along with high levels of English.

The role requires experience providing senior-level PA or executive support, alongside experience in HR administration, governance or minute-taking, policy development, and coordinating staff training or compliance tasks. The successful candidate will be proactive, professional, and able to work independently while building effective relationships across the Trust.

I agree that the Job Description is a fair and accurate statement of the requirements of the job:

Job holder		Date	
Line Manager		Date	
Designated Senior Manager		Date	

Person Specification

Essential	Desirable
Experience in PA, HR administration, or high-level administrative support.	Experience in education, MAT, or multi-site organisation.
Strong understanding of HR processes, confidentiality, safer recruitment, data protection, and employment documentation.	Experience using HR or MIS systems (iTrent, Bromcom, etc.).
Experience in taking minutes and clerking meetings.	Understanding of governance or compliance frameworks.
Excellent communication, organisational, and IT skills (Microsoft Office/Teams/SharePoint).	Working towards CIPD Level 3 or equivalent.
Ability to work independently, prioritise effectively, and meet deadlines.	
High levels of accuracy, discretion, and professionalism.	