



Job Description

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| POST: | Executive Assistant to the Executive Leadership Team |
| RESPONSIBLE TO: | CEO |
| GRADE: | 9 - £32,070-£34,359 |
| KEY RELATIONSHIPS: | Executive Leadership Team, Headteachers & Office Managers |
| LOCATION: | Discovery Offices at Parkland Primary School with some travel to schools within the Trust and to external event locations |
| HOURS: | Full time, 37 hours per week, exclusive of breaks |
| DISCLOSURE LEVEL: | Enhanced |
| JOB PURPOSE: | <p>This is a key role supporting the Executive Leadership Team to work efficiently, stay organised and deliver on strategic priorities across the Trust. The post holder will provide high-quality executive support, act as a trusted point of contact for colleagues and external stakeholders, and help ensure that priorities, deadlines and commitments are managed effectively.</p> <p>The role involves co-ordinating the work of the Executive Leadership Team, keeping key activity on track, and ensuring deadlines are met. It also includes supporting off-site meetings and helping to drive special projects and operational priorities through to completion.</p> |

Key Responsibilities:

Executive and Operational Support

- Provide high-quality executive support to the Executive Leadership Team, including managing appointments, co-ordinating schedules and liaising with internal and external stakeholders.
- Attend meetings as required, helping the Executive Leadership Team to be well prepared and fully briefed.
- Manage a wide range of administrative tasks, including arranging meetings, maintaining contact lists, organising electronic filing, booking travel and accommodation, and supporting the smooth day-to-day operation of the executive office.
- Support the preparation and timely distribution of Board and committee papers, including reports, agendas and minutes.
- Carry out research and gather information to support projects and priorities led by the Executive Leadership Team.
- Build positive, professional relationships with colleagues and stakeholders, always looking for opportunities to improve collaboration and ways of working.
- Handle sensitive information with the highest levels of discretion and confidentiality, while ensuring key deadlines are met.
- Apply organisational policies and procedures appropriately to ensure the right decision-making processes are followed.
- Liaise with agencies, organisations and networks connected to the Executive Leadership Team's wider responsibilities, such as advisory boards and professional networks.

Strategic Support

- Develop a strong understanding of Trust priorities and provide proactive support to help the Executive Leadership Team deliver them.
- Work with stakeholders across the Trust to ensure key activity is planned well in advance and delivered in a co-ordinated, effective way.

Event Management and Co-ordination

- Lead the planning and co-ordination of the Executive Leadership Team's contribution to Trust briefing meetings for Headteachers and Central Team colleagues.
- Support the organisation and delivery of Trust-led conferences and events where required.
- Contribute to the planning and co-ordination of key Trust events, including the Trust Pupil Awards ceremony.
- Book venues, conference facilities and catering, and co-ordinate arrangements for external guests attending meetings and events.
- Support Training school logistics, including delegate registration, communications and on site coordination to ensure seamless delivery.

Project Management

- Support the Executive Leadership Team to deliver key projects using recognised project management approaches and effective planning methods.
- Champion the effective use of Microsoft tools to support project delivery, organisation and communication.

CREATIVITY AND INNOVATION:

We are looking for someone who can use their initiative, think ahead and approach challenges positively, while knowing when to escalate more complex issues to the Executive Leadership Team.

Safeguarding children and young people

Discovery Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Work Demands: This role requires flexibility, the ability to manage competing priorities and a commitment to meeting deadlines set by the Executive Leadership Team. A full driving licence is required.

Working Conditions: Normal office surroundings.

Other Duties: The duties and responsibilities listed in this job description are not exhaustive. From time to time, the post holder may be asked to undertake other duties appropriate to the role, provided these do not substantially change its overall purpose or level of responsibility.

The post holder will be subject to performance objectives agreed and reviewed annually.

Special Factors

- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- To comply with the requirements of equal opportunities, data protection, copyright, Health & Safety and other relevant legislation and Trust policy.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be considered when they are relevant to the post.

This job description reflects the main duties and responsibilities of the role at the time it was written. As with many roles, responsibilities may evolve over time to meet the needs of the Trust, while remaining consistent with the overall nature and level of the post.

Discovery Trust is committed to promoting the employment of disabled people and will make reasonable adjustments where possible under the Equality Act 2010 to support suitable candidates.



Job Title: Executive Assistant (EA)

Grade: Grade 9

| | Essential | Desirable | How assessed |
|--|---------------------|---------------------|--|
| <p><u>Qualifications</u> Evidence of good spoken and written English including grammar, punctuation and spelling, and a good standard of numeracy.</p> <p>NVQ4 or equivalent level of qualification preferably in administration (though not essential).</p> | ✓ | ✓ | App/Ref/Pre App/Ref /Pre |
| <p><u>Experience</u></p> <p>Able to demonstrate experience of working as an executive assistant or personal assistant to Senior Leaders</p> <p>Able to demonstrate experience of multi-tasking in a complex and demanding environment.</p> <p>Able to demonstrate leading on projects and other complex work including meeting deadlines and providing complex advice with the role of post held.</p> | ✓ ✓ ✓ | | App/Int App/Int App/Int/test |
| <p><u>Knowledge</u></p> <p>An understanding of the context in which schools operate and of their accountability.</p> <p>Has Informed knowledge of educational issues.</p> <p>Have an excellent working knowledge of software packages. E.g. Microsoft</p> <p>Knowledge of policies, systems and procedures relevant to the post</p> | ✓ | ✓ ✓ ✓ | Int Int Int Int |

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| <u>Skills/Attributes</u> | | | |
| Reliability and commitment to confidentiality. | ✓ | | Int |
| Administrative and organisational skills of a high order. | | ✓ | Int |
| An appropriate understanding of Child Protection and school behaviour policies in relation to the post. | ✓ | | Int |
| Attention to detail and the capacity to work accurately under pressure. | ✓ | | Int |
| Ability to prioritise tasks effectively to meet deadlines and to reprioritise in response to changing needs. | ✓ | | Int |
| Ability to develop and implement administrative and secretarial systems and processes. | ✓ | | Int |
| Minute taking and drafting. | ✓ | | Int |
| Problem solving and initiative. | ✓ | | Int |
| Ability to keep accurate record systems. | ✓ | | Int |
| Good communication and interpersonal skills. | ✓ | | App/Ref/ Med |
| Ability to work as a team member with a dynamic, enthusiastic and harmonious approach. | ✓ | | App/Int |
| Able to empathise with wide stakeholder groups but to be assertive, if necessary, to achieve targets and complete tasks. | ✓ | | App/Int |
| Conflict resolution. | ✓ | | App/Int |
| Interest in involvement in the wider life of the Trust | ✓ | | App/Int |
| <u>General Circumstances</u> | | | |
| Attendance - evidence of regular attendance at work | ✓ | | Int |
| An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations | ✓ | | Int |
| <u>Values</u> | | | |
| Communicate the Trust's vision compellingly and drive organisation effectiveness by connecting with colleagues within and beyond the Trust | ✓ | | Int |
| Work with Integrity and make ethical decisions in the interests of children first | ✓ | | Int |

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| Demonstrate a strong sense of professionalism, confidentiality and courtesy at all times | ✓ | | Int |
| A commitment to the Trust's aims & values. | ✓ | | Int |

App = Application Form

Test = Test

Int = Interview