

<b>Job Title</b>	PA to the Executive Team
<b>Job Type</b>	Permanent
<b>Job Hours</b>	20h/pw – Term Time Only
<b>Pay Grade/scale</b>	OUTL 4, pt. 7
<b>Location</b>	Cross site/Hybrid
<b>Responsible to</b>	Governance & Compliance Lead

### **Job Purpose**

The PA to the Executive Team will provide high-level executive and administrative support to the Trust, ensuring the effective operation of the Executive Team, including the Chief Executive Officer, Chief Finance Officer and the Chief Operations Officer, enabling them to focus on strategic development across the Trust.

The PA will be responsible for delivering a professional, confidential, and efficient support service to the Executive Team, ensuring the smooth running of daily activities by managing schedules, handling correspondence, coordinating meetings, and performing a wide range of administrative tasks.

### **Duties and Responsibilities**

#### **Key Responsibilities**

#### **Personal Assistant to the Executive Team**

- Work with the CEO, CFO, COO and the wider Executive Team, anticipating needs and enabling them to focus on strategic leadership.
- Respond and be proactive in communications such as emails, letters and telephone enquiries on behalf of the CEO/Executive Team, prioritising where necessary.
- To plan and co-ordinate Trust Executive Team meetings ensuring that all agendas and papers are prepared and actions are recorded.
- To attend meetings as requested by the CEO/Executive Team and to ensure the Executive Leadership Team are well prepared for meetings.
- To receive visitors on behalf of the Executive Team and to make appropriate arrangements for their hospitality. Book conference facilities, catering and plan for external guests' attendance for meetings and events where required.
- Administration support including arranging meetings, expenses claims, maintaining the contact lists, organising electronic filing, booking travel and hotel rooms and ensuring the smooth administrative operation of the department.
- Ensure diaries are up-to-date with weekly, termly and annual meetings.
- To deal with correspondence, preparing letters and taking minutes/actions where required.
- To produce documents, briefing papers, reports and presentations as requested.
- To anticipate need and proactively bring together resources to support and address issues in the Trust.
- To manage and coordinate the Trust Calendar that underpins all strategic and operational activities across all Academies.
- Liaise with a wide range of internal stakeholders, including the Executive and Senior Leadership teams, Principals and their office colleagues, organising meetings, visits and gathering information.

- To support the wider central and senior leadership teams with ad-hoc administrative tasks.
- Event Support: Lead on planning and implementation of trust-wide and central team events.
- Support the Governance & Compliance lead with statutory registers, declarations of interest, attendance records, and governance documentation/correspondence.
- Support with governance administration including trustee and governor appointments, inductions, and ongoing development.
- Follow-up any agreed action points from meetings.

### **General Duties**

- To ensure strict confidentiality in all areas of work in line with Data Protection and Safeguarding policies and procedures.
- Be self-evaluating as well as participate in appraisal and undertake the necessary training/development required in order to keep up to date with necessary developments .
- Performing other such duties of similar nature as from time to time may be required. Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the Trusts ongoing needs.
- Act as a member of the Trust's central team, contributing to strategic planning and decision-making.
- Champion the Trust's values and ensure they are embedded in governance and compliance practices.

### **Person Specification**

#### **Essential**

- Exceptional organisation, attention to detail, and ability to prioritise.
- Experience of clerking meetings and producing high-quality minutes.
- Excellent written and verbal communication skills.
- High levels of discretion and professionalism.
- Strong IT skills and confidence using digital systems.

#### **Desirable**

- Experience within education, a Multi-Academy Trust, or the public sector.
- Knowledge of governance frameworks or a willingness to learn.

#### **Safeguarding**

The Trust is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to enhanced DBS and relevant pre-employment checks.