

## Job Description

*Birmingham Diocesan Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.*

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**Job Title:** Executive Assistant to the Leadership Team

**Salary:** Point 18 - 24

### Overview

The Executive Assistant to the Leadership Team will provide a high level of administration support to the CEO, MAT Educational Leads and Leadership Team to facilitate the delivery of a professional and efficient service level. Based in the central office you will be a key player offering support to the Leadership Team as a whole and co-ordinating and planning the day-to-day activities

This will include:

- Overseeing the daily administration of the Trust's offices and streamlining administrative and organisational processes
- Supporting with the co-ordination of internal and external events

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for this role.

### Specific responsibilities

#### Trust Administration:

- Provide PA support to CEO, MAT Educational Leads and Trust Leadership Team
- Support with planning and co-ordination of Trust events such a training-days and network events.
- Co-ordinate lettings of Trust facilities to external organisations
- Arranging and co-ordinating virtual meetings and forums
- Contribute towards the planning, development and organisation of the administration systems and procedures within the Trust.
- Maintenance of central team staff absence records
- Management of internal team and lettings calendars
- Meeting minutes
- Support HR with central team recruitment
- General administration for the BDMAT central team
- Liaison with Headteachers and school staff as and when necessary

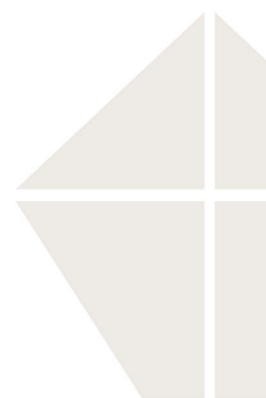
- Keep records in accordance with the BDMAT record retention schedule, ensuring information security and confidentiality at all times.

### General

- Support the overall Christian ethos of the Trust
- Be a part of the central team and support the smooth running of the Trust.
- Be familiar, and comply, with all relevant health and safety, operational, personnel, safeguarding, data protection GDPR and financial regulations, policies and procedures.
- Willingness to work flexibly, occasionally outside of normal hours.
- Operate as directed within any setting across and beyond the BDMAT, mindful of the post-holder's work-life balance
- Maintain the confidentiality of information acquired in the course of undertaking duties.

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed. The work of all MATs and schools changes and develops continuously which in turn, requires employees to adapt and adjust. The functions/responsibilities above should not therefore be regarded as immutable, but may change commensurate with the grading of the post. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation. Any major changes will involve discussion and consultation, which if wished, may involve a Trade Union/Professional Association representative.



## Person Specification

Knowledge/Qualifications and Experience	Essential	Desirable
Minimum of Maths and English GCSE at grade C/5 or above		*
IT competent and confident using MS Office including Word, Excel and Powerpoint	*	
Experience of MS365 including Teams, Sharepoint and Forms		*
Strong attention to detail	*	
Excellent interpersonal skills and ability to promote effective working relationships	*	
Clear communication skills, written and oral	*	
Excellent organisational skills, with the ability to plan and balance priorities, maintaining high standards while working accurately and effectively	*	
Enthusiastic, motivated and committed	*	
Proactive, positive and resilient	*	
Ability to work both independently and as part of a team	*	
A flexible approach	*	
Ability to work in a timely and efficient manner to agreed deadlines	*	
Strong commitment to confidentiality and professionalism	*	
Full driving licence	*	
Willingness to work within the Christian framework of BDMAT	*	