



JOB DESCRIPTION

Job Title: Executive Assistant

Location: Trust Head Office with occasional UK-wide travel

Job Purpose:

To provide high-level, strategic and confidential executive support to the Chief Executive Officer and an Executive Director, ensuring the effective operation of the CEO's executive support office and enabling strong leadership of the Trust.

This role requires the postholder to exercise autonomy, judgement, and influence, managing competing priorities at a Trust-wide level, supporting governance processes, and contributing to the coordination of strategic activity.

The Executive Assistant will act as a central coordinating point across senior leadership, governance, and stakeholders, ensuring that the CEO and Executive Director's priorities are delivered efficiently and professionally.

To line manage a small executive support function providing comprehensive administrative support to the Executive Directors of the Trust

To provide office management to the Trust's Head Office.

The role has a natural rhythm across the academic year, with periods of high intensity during term time, particularly around executive, Board and strategic planning cycles, and quieter points during school holidays. The successful candidate will need the resilience, flexibility and judgement to manage demanding peaks calmly and effectively, while also being a proactive self-starter who uses quieter periods productively to plan ahead, improve systems, complete follow-up work and maintain strong organisational momentum.

Background:

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

Reporting to:

Director of Governance

Grade:

NJC 27-32 (£38,220 - £42,839)

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

MAIN DUTIES AND RESPONSIBILITIES

Strategic Executive Support to the CEO and Executive Director

- ★ Provide proactive, intelligence-led support to the CEO and Executive Director, anticipating priorities and managing competing demands.
- ★ Brief, provide advice and feedback to the CEO and Directors on key issues as appropriate in preparation for meetings.
- ★ Act as a trusted adviser and gatekeeper, ensuring the CEO and Executive Director's time is used effectively and strategically.
- ★ Lead on complex diary and workload management, ensuring alignment with strategic priorities rather than reactive scheduling.
- ★ Manage and triage correspondence (including multiple email accounts), applying judgement to prioritise, escalate or respond appropriately.
- ★ Draft high-quality briefings, reports, speeches, minutes and correspondence suitable for executive and Board-level audiences.
- ★ Demonstrate the ability to remain flexible, embrace change and manage uncertainty, all while thriving in fast-paced environment.
- ★ Anticipate needs and proactively bring together resources to support and address issues for the CEO and other Executive Directors as required.
- ★ Demonstrate strong skills in short term planning, analysis and problem-solving with a high attention to detail and ability to multi-task with demanding timeframes.

Governance and Board Accountability

- ★ Work closely with the Director of Governance to ensure alignment between the CEO's office and Trust governance processes.
- ★ Support the CEO in discharging their accountability to the Board by:
 - Supporting the process to ensure timely and high-quality preparation of papers, including production of the CEO reports and quality assurance of reports written by executive directors.
 - Managing the flow of information between the CEO, executive leaders and the governance team.
- ★ Track and monitor relevant actions, risks and decisions arising from Board and executive meetings.
- ★ Support the administration of Trustee/Governor related activities as required.

Trust-wide Coordination and Strategic Delivery

- ★ Support the CEO and Executive Director in driving delivery of Trust strategy and priorities, including:
 - Tracking progress against key initiatives.
 - Coordinating inputs from senior leaders.
 - Escalating risks or delays.

- ★ Provide project coordination support to the CEO and Executive Director for high-priority Trust-wide initiatives.
- ★ Take overall responsibility for key projects and monitor and oversee projects on behalf of the CEO determining project scope, objectives and deliverables.
- ★ Conduct research for the CEO and Executive Director for any projects when requested.
- ★ Be the main point of contact for queries regarding Trust and school branding. Work with the Trust's external agencies to deliver high-quality branded content in a timely manner.
- ★ Enable effective cross-Trust collaboration by ensuring clear communication and alignment.

Senior Stakeholder Engagement

- ★ Act as the primary interface with the CEO's office, managing relationships with:
 - Trustees and governors
 - Executive and senior leaders
 - Headteachers and academy staff
 - External partners and stakeholders
- ★ Handle sensitive, high-profile and often confidential matters with professionalism and discretion.
- ★ Represent the CEO's office with authority and credibility.

Executive Office Leadership and Systems

- ★ Line management responsibility for the CEO's executive support office, overseeing workload and task allocation, carrying out appraisals, approval of annual leave requests and dealing with any issues as they arise.
- ★ Oversee the efficient functioning of the CEO's executive support office, ensuring high-quality systems and processes.
- ★ Consistently demonstrate solid understanding of priorities and proactively manage the CEO's executive support office to reflect this.
- ★ Develop and maintain systems for:
 - Workflow management
 - Document control
 - Records and information governance
- ★ Where appropriate, coordinate or supervise administrative support to ensure consistency and quality.
- ★ Arranging meetings/rooms, maintaining the contact lists, organising filing, booking travel and hotel rooms, organising conference calls and ensuring the smooth administrative operation of the Executive Support function.
- ★ Responsible for the day-to-day operational office management of Trust Head Office.

Confidentiality, Compliance and Professional Standards

- ★ Manage highly sensitive information (including governance, HR and organisational matters) with absolute confidentiality.
- ★ Ensure compliance with Trust policies, statutory requirements and data protection legislation.
- ★ Uphold the highest standards of professionalism, integrity and discretion.

General Duties

- ★ Uphold the vision and values of the Trust in every aspect of the role.
- ★ Lead by example and model the highest professional standards to staff, students, parents and partners in all aspects of the role.
- ★ Work with other colleagues to play an active role in delivering the Trust's priorities, culture and vision.
- ★ Ensure effective use of resources to the benefit of all staff and students.
- ★ Comply with health and safety regulation and legislation, ensuring the safety of students and staff at all times.
- ★ Comply with all policies and procedures of the Trust.
- ★ Positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual's knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.
- ★ Safeguard the integrity of all Trust data by ensuring the accurate input and audit, as required, of information being inputted to Trust systems.
- ★ Ensure all activity complies with UK GDPR legislation.
- ★ A commitment to promoting equality and diversity, providing an inclusive and cooperative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.
- ★ Any other duties commensurate with the level of this post.

PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

1 – Application

2 – Test/Presentation

3 – Interview

	Essential	Desirable	Assessed
Qualifications and Professional Development			
★ Educated to A level (or equivalent) in both English and Mathematics	✓		1
★ Degree or equivalent experience		✓	1
★ Relevant professional qualification, eg, business administration.		✓	1
★ Takes responsibility for own professional development and willing to partake in further in-house or external staff development or training.	✓		3
Experience			
★ Significant experience providing high-level executive support	✓		1, 3
★ Experience of managing complex priorities in a fast-paced organisational environment	✓		1, 3
★ Significant experience in diary management, travel arrangements, meeting preparation and minute taking	✓		1, 3
★ Experience of preparing high-quality reports and briefing materials for senior audiences	✓		1, 3
★ Experience of preparing materials for projects and meetings (eg reading, annotating and checking actions)	✓		1, 3
★ Proven experience of handling sensitive and confidential information appropriately with knowledge of data protection and information governance requirements	✓		1, 3
★ Experience within a multi-academy trust, education setting, or complex public sector organisation		✓	1, 3
★ Experience supporting governance processes (Board/Committee work)		✓	1, 3
★ Experience coordinating strategic projects or initiatives		✓	1, 3
★ Experience of managing a small team		✓	1, 3
Skills and Knowledge			
★ Strong understanding of executive-level administrative and organisational practices	✓		1, 3
★ Exceptional organisational and prioritisation skills with the ability to manage competing demand	✓		1, 3
★ Highly developed judgement and decision-making skills	✓		1, 3

	Essential	Desirable	Assessed
★ Skilled at relationship management and ability to work collaboratively with others including with senior leaders, executive and non-executive officers, and operational experts at all organisational levels.	✓		1, 3
★ Ability to influence and advise others.	✓		1, 3
★ Excellent literacy and communication skills and ability to write with accuracy and excellent understanding and use of the English language.	✓		2
★ Advanced IT skills, including Microsoft Office	✓		2
★ Ability to understand and assimilate new information and translate into advice or policy.	✓		2
★ Adept at developing and managing own projects	✓		1, 3
★ Thorough approach to work with exceptional attention to detail.	✓		1, 3
★ Experience of supporting decision-making processes at senior level	✓		1, 3
★ Good knowledge or willingness to develop good knowledge in Academy / Multi Academy Trust governance.		✓	1, 3
Personal Qualities and Ethos			
★ Confident, able to work on own initiative, enthusiastic, motivated and committed.	✓		1, 3
★ Assertive, enthusiastic, motivated and committed with a willingness to respond positively to change.	✓		1, 3
★ Confidently builds and maintains effective relationships with colleagues and stakeholders in a fair and equitable manner.	✓		1, 3
★ Manages unexpected events professionally, using initiative, while being aware of when it is appropriate to escalate and seek senior support.	✓		1, 3
★ Ability and willingness to attend meetings across the Trust geographical estate, including occasional evenings.	✓		1, 3
Equal Opportunities			
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓		1, 3
Safeguarding			
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	✓		1, 3
★ Play an important part in the wider safeguarding of children – identifying concerns, sharing information and taking prompt action to safeguard and protect them.	✓		1, 3
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children.	✓		1, 3

	Essential	Desirable	Assessed
Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.			
Health and Safety			
★ Aware of Health & Safety and Safeguarding as appropriate to role	✓		1, 3

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.

All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.