



EXECUTIVE ASSISTANT

Sir John Deane's Sixth Form College (Northwich) & The Sir John Brunner Foundation

Band 5 (SFCA Terms and Conditions)

Job Description & Person Specification

Job Description

Reporting to

The College Principal and the CEO of the Sir John Brunner Foundation.

Purpose of the role

Sir John Deane's Sixth Form College is the country's leading sixth form college, offering excellence and opportunity to 16-18-year-olds from across Cheshire. The Sir John Brunner Foundation is the Multi-Academy Trust of which Sir John Deane's College is a proud member. This dual role provides high-level executive support primarily to the College's Senior Leadership Team (SLT), while also delivering key executive support to the CEO of the Sir John Brunner Foundation (one day per week on average).

The post-holder coordinates complex administrative and organisational requirements across both the College and the Foundation, enabling Executive Leaders to focus on strategic leadership and the continued success of the organisation.

Main responsibilities

Administrative support

1. Provide proactive, high-level administrative and organisational support to the College's SLT team, anticipating and responding to priorities accordingly.
2. Manage calendars, meetings and appointments for the College's SLT and the CEO to ensure efficient use of time and resources. This includes travel and accommodation arrangements as required.
3. Prepare, circulate and maintain meeting documentation, including agendas, minutes and papers for both the College's SLT and Foundation's CEO.

4. Maintain accurate records, databases and filing systems, ensuring confidentiality and compliance with data protection regulations.
5. Undertake day-to-day administrative tasks, including filing, photocopying, proofreading, ordering, and checking supplies.
6. Provide administrative support with key events, such as recruitment days, open days, parents' evenings, extra-curricular events and CPD.

Coordination and support of the staff experience

1. Be the key day-to-day liaison for the staff body on practical matters relating to the staff experience, signposting and referring staff appropriately.
2. Proactively monitor and keep abreast of emerging matters relating to staffing, alerting the SLT and central teams as appropriate.
3. Coordinate the College's staff forum, staff hub and other relevant groups.
4. Close and timely management of the staff absence line, liaising with SLT, the HR team and managers to provide cover solutions.
5. Provide administrative support for the recruitment and onboarding processes of both substantive and agency staff.

Communication and liaison

1. Serve as the primary point of contact for internal and external stakeholders, including staff from within the Foundation, students, parents/carers, governors, and the wider community.
2. Respond to enquiries in a timely manner, directing and signposting to other contacts as appropriate.
3. Filter and prioritise incoming communications, responding on behalf of the SLT as appropriate, in accordance with relevant policies.
4. Support with internal whole-staff communications.
5. Liaise with other departments, the Foundation central team and external organisations as needed, fostering positive relationships and effective collaboration.

Project coordination

1. Coordinate and plan Academy-wide events, such as CPD and whole-staff recognition, within agreed budget parameters.
2. Assist the SLT in the planning, coordination and implementation of various Trust and Academy projects and initiatives.
3. Conduct research, gather data and compile reports to support SLT decision-making processes.
4. Monitor project timelines and milestones, proactively identifying and addressing any issues or delays.

Compliance and documentation

1. Support the SLT to ensure the Academy remains compliant with policies and procedures, statutory requirements and relevant guidelines (including Single Central Record).
2. Monitor and maintain the risk register, providing reports to the SLT and governors as required.
3. Maintain up-to-date knowledge of the compliance requirements in academies.
4. Understand and work within the key policies required to operate the Academy, in order to advise and signpost to relevant contacts accordingly.
5. Liaise with the Trust's governance team and Academy governors to ensure compliance.

Other

1. Put children and young people at the centre of everything the Foundation does, ensuring the safety and welfare of children and young people across the Foundation.
2. Identify and implement opportunities for the Foundation to operate in a more effective and efficient manner for the benefit of stakeholders.
3. Continue to build upon the positive reputation of the Sir John Brunner Foundation and its rich history, to ensure its long-term success and sustainability, liaising with external stakeholders at national, regional and local levels.
4. Adhere to the Foundation's policies on Code of Conduct; Safeguarding; Equality, Diversity and Inclusion; H&S and Data Privacy.
5. Participate in training events and briefing sessions as appropriate. Use resources effectively to ensure the timely and accurate execution of duties.
6. Any other duties not specified that are commensurate with the skills and knowledge of the post holder.

Person Specification

| | Desirable | Essential |
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| Qualifications | | |
| Good standard of education (min GCSEs Maths and English, but ideally A-level or above). | | ✓ |
| Administrative or Business Management qualification. | ✓ | |
| Experience | | |
| Strong / significant administrative experience. | | ✓ |
| Experience of supporting executive/leadership roles in a PA or Executive Assistant capacity. | ✓ | |
| Experience in an education setting, preferably a Multi-Academy Trust. | ✓ | |
| Excellent interpersonal and customer service skills. | | ✓ |
| Skills and Knowledge | | |
| Excellent organisational skills, with the ability to manage several competing priorities. | | ✓ |
| Strong written and verbal communication skills. | | ✓ |
| Proficiency in Microsoft Office suite, with the ability and willingness to master other relevant software applications as necessary. | | ✓ |
| Attitude and Impact | | |
| Professionalism and integrity, with the ability to maintain confidentiality and handle sensitive information with discretion. | | ✓ |
| Personable, with the ability to establish an effective rapport with stakeholders. | | ✓ |
| Highly organised, with the ability to plan and prioritise. | | ✓ |
| Ability to work in a fast-paced environment and have an excellent attention to detail. | | ✓ |
| Commitment to delivering exceptional standards in all areas. | | ✓ |
| Willing and able to travel to different sites within the Foundation from time to time. | | ✓ |
| Commitment to promoting diversity and inclusion in the workplace. | | ✓ |