



JOB DESCRIPTION

JOB TITLE: Trust Executive Assistant

GRADE: Grade H (18-23)

RESPONSIBLE TO: Chief Executive Officer

JOB PURPOSE: This role provides high-level executive and operational support to the Chief Executive Officer and Central Team.

The postholder acts as a central point of coordination and communication across the Trust, helping to ensure that information, decisions and actions flow effectively between the Executive Team, schools, governance and external partners.

The role requires strong organisational judgement, excellent communication skills and confidence in using digital systems to support efficient and professional working practices. The postholder will play an important part in supporting the smooth and effective running of the Trust by ensuring that key processes, communications and administrative systems are well organised, responsive and aligned.

JOB CONTEXT: The postholder will support, organise and manage administration, support systems and other activities that enable the effective running of the Trust.

This will include providing high-quality executive assistance to the CEO and Central Team, supporting governance processes, and coordinating communication and information across the Trust.

Most of the work will support the delivery of the Trust Strategic Plan, although some school-based work may be required to support individual academies. The role requires close working with colleagues across schools and central services, including finance, HR, estates and IT.

Line management will be through the CEO of the Trust.

Enhanced DBS clearance is required.

ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none"> • Provide high-level executive support to the CEO and Central Team, including proactive diary management, prioritisation and forward planning to ensure effective use of time • Ensure meetings are effectively organised, including preparation of agendas, collation of papers and timely circulation of briefing materials

	<ul style="list-style-type: none"> • Draft correspondence, reports and documentation on behalf of the CEO and Central Team, ensuring a high standard of clarity, accuracy and professionalism • Proactively track actions arising from meetings and support timely follow-up with colleagues across the Trust • Anticipate the needs of the CEO and Central Team, ensuring they are well prepared and supported in their work. • Support the effective prioritisation and organisation of executive workload • Act as a central point of contact for the Trust, responding to enquiries or directing them appropriately to ensure timely and effective resolution • Maintain a strong awareness of Trust priorities, activity and key contacts in order to route information accurately and efficiently • Coordinate across the Central Team to support alignment and effective working
<p>Information Coordination and Communication</p>	<ul style="list-style-type: none"> • Support the coordination and dissemination of Trust-wide communications on behalf of the Executive Team • Draft, edit and quality assure communications to ensure clarity, consistency and appropriate tone • Ensure that key decisions, actions and updates are communicated clearly and in a timely manner to relevant stakeholders • Maintain effective working relationships across schools, central functions and external partners • Manage designated email accounts, including prioritisation, responding, delegating or drafting responses as appropriate • Support the maintenance and development of the Trust website and staff intranet, ensuring content is accurate and up to date • Support the preparation and coordination of formal Trust communications, including responses to enquiries, complaints and other sensitive matters, ensuring accuracy, clarity and appropriate tone • Exercise sound judgement in handling communications of a sensitive or confidential nature, escalating appropriately where required
<p>Governance and Compliance Support</p>	<ul style="list-style-type: none"> • Provide high-quality secretariat support to Trust meetings, including agenda planning, collation of papers and accurate minute taking • Provide administrative and coordination support to Trust governance processes, ensuring arrangements are organised, well communicated and effectively delivered • Maintain governance records and documentation, supporting compliance with statutory and Trust requirements • Support the Head of Governance in ensuring the effective and compliant operation of governance arrangements • Support the organisation of governance-related meetings, forums and events, ensuring effective coordination of logistics, communication and materials

Policy Coordination	<ul style="list-style-type: none"> • Support the coordination of Trust policies and related documentation • Maintain an up-to-date schedule of policy review and ensure documentation is reviewed in a timely manner • Prepare documentation for Trust Board approval and ensure publication on internal and external platforms • Support the effective communication of policies to stakeholders across the Trust
Systems and Information	<ul style="list-style-type: none"> • Operate confidently within Microsoft 365, including Teams, Outlook and shared document systems • Support the effective use of digital platforms to manage meetings, communication, documentation and information sharing • Maintain well-organised, accessible and up-to-date digital and manual records as required • Ensure appropriate version control and document management processes are followed • Share information appropriately, in line with confidentiality and data protection requirements
Project and Organisational Support	<ul style="list-style-type: none"> • Contribute to time-limited project work that supports Trust priorities and development • Support the coordination of Trust-wide initiatives, helping to ensure activity is organised, tracked and communicated effectively • Contribute to the development and improvement of Trust systems, processes and resources (for example policy frameworks, communication platforms and administrative systems) • Work flexibly across the Central Team to provide additional capacity where needed
Operational Coordination and Support	<ul style="list-style-type: none"> • Coordinate administrative functions across the Central Team to ensure alignment and effective working • Organise meetings, events and Trust-wide activities, including stakeholder events such as governor forums, conferences and student events, ensuring effective coordination, communication and high-quality delivery • Arrange travel and logistics, ensuring cost-effective and efficient planning • Support Trust recruitment processes, particularly for central and senior roles • Work collaboratively with central Trust services (e.g. finance, HR, estates and IT) to support coordination of activity and communication
Communications	<ul style="list-style-type: none"> • Communicate effectively with staff, Governors, Trustees, visitors, contractors, pupils and their families/carers • Liaise with partner institutions, external agencies, government departments and other stakeholders • Assist with publicity and marketing activities, including website and social media channels, ensuring content is accurate and updated in a timely manner

	<ul style="list-style-type: none"> • Support communication and engagement activities across the Trust, contributing to a positive and professional experience for all stakeholders
Safeguarding and Promoting the Welfare of Children/Young People	<ul style="list-style-type: none"> • Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate • The Yorkshire Learning Trust (YLT) is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.
Health & Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues and others to maintain health, safety and welfare within the working environment.
Data Protection	<ul style="list-style-type: none"> • Know about data protection issues in the context of your role. • To comply with the YLT's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality
Equalities	<ul style="list-style-type: none"> • Within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values • The YLT is committed to equality and to making fair and equitable treatment an integral part of everything we do. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed.
Customer Service	<ul style="list-style-type: none"> • The YLT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment • The YLT requires that staff offer the best level of service to their stakeholders and behave in a way that gives them confidence. Stakeholders will be treated as individuals, with respect for their diversity, culture and values

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Whilst this job outline provides a summary of

the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

PERSON SPECIFICATION FOR

Deputy Headteacher

Essential upon appointment	Desirable on appointment
Experience	
<ul style="list-style-type: none"> • Substantial experience in a public or private sector administrative or executive support role • Experience of working with computerised management information systems • Experience of handling confidential and sensitive information • Experience of organising meetings, preparing documentation and taking accurate minutes 	<ul style="list-style-type: none"> • Experience of working within an education or public sector environment • Experience of supporting governance or committee structures • Experience of working with senior leaders or in a multi-stakeholder environment
Knowledge	
<ul style="list-style-type: none"> • Strong knowledge of office and administrative systems and processes • Knowledge of data protection, confidentiality and information handling requirements 	<ul style="list-style-type: none"> • Knowledge of school or Trust procedures • Awareness of governance arrangements within an education setting
Qualifications	
<ul style="list-style-type: none"> • Relevant Level 4 qualification in Business/Administration or equivalent experience 	
Occupational Skills	
<ul style="list-style-type: none"> • Excellent written communication skills, with the ability to produce clear, concise and professional correspondence and documentation • Excellent interpersonal and communication skills • Highly developed organisational skills and ability to prioritise competing demands • Strong problem-solving skills and ability to use initiative • High level of accuracy and attention to detail • Ability to work independently and as part of a team • Strong ICT skills, including confident use of Microsoft 365 (Teams, Outlook and document management systems) • Ability to manage and organise digital information effectively • Ability to act as a central point of coordination, using sound judgement to manage information and direct queries appropriately 	<ul style="list-style-type: none"> • Experience of supporting communication processes or producing organisational communications • Experience of contributing to project work or organisational initiatives • Experience of supporting the organisation of events or stakeholder engagement activities

<ul style="list-style-type: none"> • Strong literacy and numeracy skills • Ability to handle sensitive and confidential communications with professionalism and sound judgement 	
Personal Qualities	
<ul style="list-style-type: none"> • Professional, reliable and trustworthy • High level of discretion and confidentiality • Ability to work successfully as part of a team • Ability to prioritise and manage conflicting demands and pressures • Flexible and adaptable approach • Commitment to continuous professional development 	
Other Requirements	
<ul style="list-style-type: none"> • Commitment to the Trust's ethos and values • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and professional boundaries • Emotional resilience and ability to work in a demanding environment • Enhanced DBS clearance required 	