

Job Description

Job Title:	Personal Assistant to CEO
Responsible To:	Chief Executive Officer
Grade/Pay Range:	SO1
Hours:	36 hours per week for 52.14 weeks per year.
Key Contacts:	Internal: Staff, Students, Governors, Trustees External: Parents/Carers, Visitors, External Organisations, DPO, Contractors
Responsible For:	Personal Assistant to Senior Leadership Team

Purpose of Job

- Directly support the Chief Executive Officer to assist in the running of all activities within the Trust including (but not limited to) the main duties and responsibilities outlined below
- Line manage the PA to Senior Leadership Team
- Serve as source contact between the Trust and the Trust's Data Protection Officer
- Manage the quality assurance and website compliance; to upload of materials to the websites when required

Main Duties and Responsibilities:

- To directly support the Chief Executive Officer to ensure that with a busy schedule, the CEO is in the right place at the right time with access to the right information and documentation to support the role
- To provide a high standard of administrative and management support in order to assist in the running of all Trust activities; working under supervision but expected to use considerable initiative to perform delegated duties, seeking advice where appropriate; coordinate all aspects of executive level manager appointments, meetings, etc.; prepare and review materials and correspondence for meetings, websites etc.; assist with creation/modification of presentations, spreadsheets, and other various documents; diary management of busy calendar with ever-changing priorities
- To co-ordinate, produce agendas, collate papers and take minutes at key internal and external meetings producing accurate written records for distribution including, but not limited to Leadership Groups within the MAT. Arising from these meetings, ensuring that the CEO's actions are diarised including appropriate timescales for the CEO's reporting function
- To maintain an up to date and accurate filing system for the CEO and SLT where appropriate.
- To produce and format accurate and high quality school publications including the Prospectus and Student Planners for schools within the Trust

- To be responsible for the monitoring of the school complaints procedure, ensuring that responses are made to complaints in a timely fashion and collating and maintaining a complaints register to meet statutory obligations
- To be support the oversight and administration of Trustee/Governor related activities
- Providing a highly professional first point of contact for the public, dealing in the first instance with all enquiries that require the CEO's time; these may be by letter, email or telephone from Trustees, governors, staff, parents, students or other personnel external to the school.
- To be responsible for the oversight of specific email in-boxes and the distribution and timely responses to members of the public
- To support the CEO in the production of key school documents such as the Self Evaluation Form, School Development Plan
- To maintain an accurate and up to date policy listing and to liaise with relevant policy holders on their updates; to check all policies for Trust consistency and to ensure that all policies are up to date and approved by relevant committees
- To use relevant IT office packages proficiently to carry out duties, undertaking relevant training as required
- To support other members of the school admin team in the case of staff absence and emergency situations
- Ad hoc tasks as requested by CEO to support the wider team

Governing Body Support

- To liaise with the Chair of Trustees/Governors, Chairs of Committees, Business & Finance Director as appropriate in the preparation of agendas and paperwork for all governors' meetings
- Responsible for arranging rooms and refreshments for all Trustees/Governors meetings
- Responsible for arranging links for virtual meetings
- To support the recruitment of the election of parent governors
- To be responsible for liaising with Trustees and Governors in arranging Trustees/Governors meetings and any other meetings as required

GDPR

- Liaise with the Trust's Data Protection Officer on all aspects of compliance and data processing activities
- Process requests for SARs and FOIs ensuring all queries from data subjects addressed within legal timeframes
- Participate in annual audits to determine whether we need to alter our procedures to comply with regulations

Line Management Responsibilities

- To be the first point of call for any matters and queries that arise in respect of personal assistance support for the Senior Leadership Team
- To ensure the effective deployment of the PA to the Senior Leadership Team, managing workload and ensuring that all deadlines and targets are met
- With the support of HR, manage any absences and implications on service delivery
- Carry out performance appraisals

Other

- To be responsible for the administration of all Inset (training of staff) for the Trust, e.g. booking of courses and recording CPD on SIMS

- In liaison with Senior Leadership Group to prepare the Annual Student Planner and Schools Prospectus including co-ordination of the Extra-Curricular Activities Booklet for inclusion in the school Prospectus
- Operate the school's switchboard during school holidays
- Work with Trust HR Manager and other stakeholders to prepare and update the Staff Handbook.
- Manage the content of the websites for both Chingford and South Chingford Foundation Schools ensuring that materials are checked for accuracy and presented professionally in line with branding guidelines
- To liaise with the marketing and communications officer/consultant on all marketing and social media materials and publications required for the Trust, including the websites

General

- These above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other duties as required by the School
- Always to perform duties in all elements of the role in professional manner and with integrity, mindful of confidentiality as appropriate
- To be committed to, and comply with, all school policies
- To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work.
- To participate in appraisals annually in line with school policy
- To participate in continuing professional development opportunities as directed or identified through appraisal and ensuring ability to fulfil role effectively
- To manage both internal and external relationships, striving for excellence in stakeholder satisfaction
- To work effectively and successfully in your team within school

Other requirements

- To have an up-to date Enhanced DBS Disclosure.

Safeguarding

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are subject to through stringent adherence to the requirements of 'Keeping Children Safe in Education' (most recent edition). The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process, All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education', (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LWBF in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence, safeguarding children, other vulnerable people and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be provided to both students and/or colleagues as needed. All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance that will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.