

**The Roseland Multi-Academy Trust**  
**JOB DESCRIPTION**

<b>Job Title:</b>	Executive Assistant
<b>Grade:</b>	H (Points 1-6)
<b>Employment:</b>	37 hours per week, term time (38 weeks), plus 5 additional days Salary paid for 44.6 weeks per year  School holidays will be classed as leave. Payment for leave has been included in the calculation of the annual salary, therefore, no leave should be taken during school term time unless specific prior approval has been obtained from the Chief Executive Officer
<b>Responsible to:</b>	Chief Executive Officer / Chief Financial Officer / Senior School Improvement Lead, HR Manager, Chair of the Trust Board
<b>Supervisory Responsibility:</b>	None
<b>Important Functional Relationships:</b>	Chief Executive Officer, Chief Financial Officer, Trust Improvement Team/Executive Leadership Team, Governance Professional, Central Team, Trustees, Governors, Trust teaching and support staff, students. Trust partners, other schools and colleges, RDD, OFSTED, CACE, Local Authority, suppliers of goods and services, parents/carers, visitors to the schools.

**Main Purpose of Job**

- To provide positive, proactive and highly efficient administrative and strategic support, reporting to the Chief Executive Officer and/or Senior School Improvement Lead.
- Plan and coordinate to ensure the Chief Executive Officer and Senior School Improvement Lead's time is used effectively in order to maximise productivity.
- Provide smooth communications between the Chief Executive Officer and Senior School Improvement Lead and all stakeholders.
- Manage the Chief Executive Officer and Senior School Improvement Lead's diaries and correspondence, review and prioritise correspondence, draft responses where applicable and bring high priority items to their attention. Work closely, strategically and effectively with them to keep them informed of upcoming commitments and responsibilities and follow up as appropriate.
- Provide administrative support to the Governance Professional including convening governance panels concerning permanent exclusions, complaints, grievance or disciplinary processes and any such appeals, including minute taking when requested.
- Monitor external stakeholder complaints ensuring timely communications and processes and procedures are adhered to in line with the Trust's policy.
- To be responsible for overseeing the implementation of the Trust's GDPR policy, monitoring our compliance with data protection law, and developing related policies and guidance where applicable. You will provide an annual report of Trust activities to the Trust Board.

**Main Duties and Responsibilities**

- Providing confidential support by undertaking a full range of administrative duties and ensuring efficient and effective systems. You will be responsible for ensuring a high standard of quality and accuracy in all documents produced.
- Manage and maintain administrative systems and records, including the statutory requirements for an accurate Central Team Single Central Record and payroll information for the Central Team.
- Facilitate meetings, booking venues and equipment, refreshments, greeting guests, arranging agendas, taking minutes and completing any follow up actions, as appropriate.

- Be responsible for the collection of overtime and mileage claim forms each month for the Central Team.
- Report any changes to staff details to the Central HR Team and keep accurate absence records, annual leave records and reporting on the payroll spreadsheets.
- Support, plan and manage the recruitment, selection, interview and appointment procedures, including pre-appointment checks, medical screening, DBS, online searches etc for the Central Team.
- Communicate accurate information to the Central HR Team to ensure the timely and efficient production of contracts of employment and any contractual changes.
- Manage and oversee the Executive Leadership Team and Central Team's administration of performance management, induction and probationary procedures, booking meetings as appropriate and obtaining completed paperwork.
- On an annual basis, collate information for the Trustee's Performance & Remuneration Committee for the Executive Leadership Team and Central Team ensuring accurate records are maintained for all staff (successful and unsuccessful).
- Maintain safer recruitment training records, compliance training records and Tier 2/3 Safeguarding records for the Central Team staff.
- Oversee and monitor sickness absence/leave of absence/home working requests for the Central Team and schedule return to work interviews when necessary or Occupational Health referrals.
- Maintain effective communication by monitoring and responding to enquiries via [info@theroselandmat.co.uk](mailto:info@theroselandmat.co.uk).
- Ensure accurate and comprehensive filing systems are maintained and secured and that data is handled in accordance with statutory policies, including GDPR regulations.
- Oversee the development and review of Trust policies and procedures and circulate updated information to staff across the Trust in a timely manner.
- To provide support to the Central Team, if required, and be on hand to assist with urgent issues when they arise.
- Oversee the statutory information and vacancies information on the Trust's website. Manage and upload information onto social media platforms.

#### General:

- Proactively contribute to the effectiveness of meetings, knowledge sharing and strategic direction of the Trust.
- Proactively work towards meeting all of the 'Cultures' and upholding the Trust's Mission, Vision, Values and Standards.
- Keep up-to-date with current educational developments and legislation.
- To undertake all statutory functions relevant to the role and other duties appropriate to the grading of the post as required.
- Be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust including health and safety, equal opportunities, safeguarding, equality and diversity and data protection.
- Maintain confidentiality of information acquired in the course of undertaking duties for the Trust.
- Your employment will be based at the Central Team Hub but you may be required to work at any other premises occupied by the employer or any of the employer's academies within mid-Cornwall as directed by the employer.
- Access to and use of a vehicle will be necessary.

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

## PERSON SPECIFICATION

<b><u>Relevant Experience</u></b>	<p>Practical experience of working in an education setting.</p> <p>Practical experience of working as an EA/PA.</p> <p>Work experiences that showcases your ability to perform this role.</p> <p>Excellent working knowledge and ability to develop and update school policies and procedures.</p> <p>Practical experience of ICT, Google, email and other office electronic applications.</p> <p>Excellent understanding of the role of others working within schools and education settings.</p>
<b><u>Education &amp; Training</u></b>	<p>Attainment of GCSEs or equivalent (educated to level 2 standard) to include Maths and English.</p> <p>Driving licence and access to a vehicle to allow cross-site working.</p> <p>Successful experience of administration and information systems in a school environment.</p>
<b><u>Special Knowledge &amp; Skills</u></b>	<p>Strong organisational skills and the ability to maintain a realistic balance among multiple priorities.</p> <p>Excellent time management.</p> <p>Good written and verbal communication skills, attention to detail, accurate spelling and grammar.</p> <p>Discretion, judgement and experience of dealing with sensitive information.</p> <p>Writing, proofing and editing skills.</p> <p>Good understanding of safeguarding and child protection.</p> <p>Good understanding of procedures and legislation relating to confidentiality.</p> <p>Ability to consult with colleagues in an effective way.</p>
<b><u>Personal Qualities</u></b>	<p>Drive, resilience and determination.</p> <p>A 'can do' and flexible approach with ability to adapt to changing priorities.</p> <p>Proactive, self-motivated and enthusiastic.</p> <p>Ability to work under pressure.</p> <p>Ability to work independently with minimal instruction.</p> <p>Good communicator.</p> <p>Good judgement in a variety of situations.</p> <p>Innovative, solution-focussed and strategic thinker.</p>