



## Our Lady of Walsingham Catholic Multi Academy Trust

### Executive Administrative Support to the Trust Chief Executive Officer and Executive Team

<b>Hours:</b>	16 hours per week term time only – days to be confirmed  (If appropriate and dependent on professional development needs of successful candidate Release time as required to access ongoing Level 3 apprenticeship training with a nationally accredited provider)
<b>Salary Scale:</b>	Grade 5 Points 20-25 Point 22 (FTE salary of £29,439)
<b>Location:</b>	The Trust has offices in Ipswich and Newmarket and there will be a flexible approach to the location of the position based on the successful candidate. There may also be some flexibility to work from home on occasion.
<b>Term:</b>	Fixed post, one year initially
<b>Reporting to:</b>	The Chief Executive Officer.

#### Purpose of Role:

- To provide administrative support to the CEO for the smooth running of the [Academy Trust](#).
- To support the work of the Executive Team and Trust Board.
- To act as an ambassador for the Trust and embody its value, vision and ethos in all interactions.
- To contribute to the safety and wellbeing of children and young people within the Trust and protect them from harm.

#### Duties and responsibilities

- To satisfy the roles and responsibilities set out in this job description and any additional tasks reasonably requested by the CEO.
- To undertake all identified training required to develop in the role.

#### Leadership support

- To be the first point of contact for the CEO and Trust and to provide general administrative assistance as needed to support the work of the CEO, Executive Team and Board on a day to day basis.
- To respond to verbal and written queries in a timely fashion.
- To collate correspondence and reports on behalf of the CEO, Executive Team and Board in conjunction with other staff who share this responsibility.

- To manage the CEO's and Executive teams diaries and to maintain Trust calendars, ensuring they are up to date.
- To send out agendas and accompanying documents for meetings as required by the CEO, Executive Team and Board.
- To produce reports and collate documents for meetings, ensuring that deadlines are met.
- In conjunction with the CEO, to maintain an overview of all Trust level policies and liaise with Executive Team members to ensure review dates are met.
- To be the initial HR contact for the Executive team in conjunction with EPM, ensuring that safer employment practices are followed and personnel records are accurately maintained.

### **General administration**

- To update manual and computerised record/information systems.
- To maintain the Trust single central record.
- To organise and distribute incoming and outgoing post.
- To carry out filing, printing and photocopying.
- To book training courses for the CEO, Executive Team and Board.
- To assist with organising meetings and events, in person and remotely, including the organisation of rooms and equipment, and providing refreshments as required.
- To support Trust staff in keeping records in accordance with its record retention schedule and data protection law, ensuring information security and confidentiality at all times.

### **Communication**

- To write and send professional email responses.
- To assist with updating the Trust website, including the publication of Trust Policies.
- To liaise with key personnel, particularly within all Trust schools.
- To liaise with relevant staff regarding internal and external Trust communications via appropriate media eg newsletters, staff bulletins, press releases, social media posts etc.
- To liaise with relevant staff with regards to assisting with marketing and promoting the Trust.

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• GCSE English and Maths A –C (4-9 equivalent )</li> <li>• First aid training (or willingness to complete it)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Carrying out administrative tasks</li> <li>• Dealing with face-to-face and telephone interactions</li> <li>• Working with children or young people</li> <li>• Working and collaborating within a team</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Good oral and written communications skills</li> <li>• Ability to respond quickly and effectively to issues that arise</li> <li>• Ability to plan, organise and prioritise to meet deadlines</li> <li>• Ability to use own initiative and act accordingly</li> <li>• Excellent attention to detail</li> <li>• Ability to use IT packages including word processing, spreadsheets and presentation software</li> <li>• Ability to use relevant office equipment effectively</li> <li>• Ability to build effective working relationships with colleagues</li> <li>• Understanding of data protection and confidentiality</li> <li>• Understanding of safeguarding</li> <li>• Current driving license</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to promoting the ethos and values of the school</li> <li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Ability to embrace change well</li> <li>• Ability to deal with difficult situations effectively</li> </ul>