



ASSISTANT TO THE EXECUTIVE TEAM

Status: Permanent

Working pattern: 52 Weeks per year (All year round)

Hours: 37 Hours per week

Salary: SC5 point 12-17 £27,711 - £30,060

Location: Assay Studios, Birmingham

Start date: January 2025



Central Region
Schools Trust

Founded by the RSA



The Central
Aspirations Programme

ADVERT

The Trust is excited to be recruiting for an Assistant to the Executive Team to provide a high-level of support to the Executive Leadership and Central Teams and undertake Central Office duties to ensure the efficient day-to-day operation of the Trust.

The role provides an excellent opportunity for someone who enjoys working in a fast-paced and varied environment. The successful candidate will have the ability to cultivate positive and effective relationships with their excellent communication, presentation and interpersonal skills.

Further information about the Trust can be found on our website at [Central Region Schools Trust – Founded by the RSA](#)

We would be delighted to meet with interested candidates to discuss the role. Candidates can contact Gerald O'Connor, Interim Chief Operating Officer, via recruitment@crst.org.uk.

Further information and an application form are available on the Trust's ([Vacancies – Central Region Schools Trust](#)) website.

How to apply & Closing Date: To apply for this position please complete the application form and submit no later than 12 noon, 14th January 2025.

However, early applications are encouraged as we reserve the right to interview earlier for this post should suitable candidates apply. All shortlisted candidates understand they will be subject to an online search

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate is required to undergo an Enhanced DBS check with the Children's barred list.

Job Description

Job Title: Assistant to the Executive Team

Report to: Chief Operating Officer (COO)

Location: Assay Studios, Birmingham

Specific responsibilities

1. Provide administrative support for the Executive Leadership and Central Teams.

For example:

- Assisting the COO in preparing reports.
- Supporting ELT members with administration of performance management system.
- Monitor and respond to incoming communications (including complaints) such as phone calls and emails, ensuring correct department direction.
- Assisting in the co-ordination of meetings and events.
- Ensure appropriate risk assessments have been completed where necessary and that room capacity is managed closely.
- Minute taking, agenda and document preparation.
- Undertake typing of routine letters and other documents.
- Producing newsletters and other publications.
- Producing high-quality resources to market and publicise the Trust.
- Producing lists, information and data as required.
- Carrying out photocopying, filing, emailing and completion of routine forms.
- Printing and duplicating of a wide variety of documentation.
- Distributing letters and other circulars to the relevant stakeholders.
- Interview documentation & logistical support.
- Weekly central communications.

2. Undertake Central Office duties.

For example:



- Monitoring and responding to incoming communications.
- Meeting and greeting visitors.
- Induction for new members of staff (e.g. walk-around, passes etc).
- Room bookings and catering arrangements.
- Management of office supplies and spare IT equipment.


Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description will be reviewed annually, and managers/leaders reserve the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Person Specification

We are seeking to appoint an Assistant to the Executive Team who is able to demonstrate the following qualities and experience. Please note that if you are shortlisted any relevant issues arising from your references will be taken up as part of your Pre-Employment Checks.

Criteria	Essential	Desirable	Method of Assessment
 <p>Experience</p>	<ul style="list-style-type: none"> Working within an office environment, dealing with members of the public Experience of Microsoft Office packages Experience of working effectively with others to meet common goals 	<ul style="list-style-type: none"> Experience of working in an education or agency setting Experience of working with young people Experience of procedures relating to child protection and safeguarding 	Application form, references and interview.
 <p>Education and qualifications</p>	<ul style="list-style-type: none"> NVQ 3 or equivalent qualification or experience in a relevant discipline GCSEs in English and maths at 9-4/A*-C Good IT, numeracy and literacy skills Willingness to undertake further professional development 		Application form and certificates

 <p>Skills and Abilities</p>	<ul style="list-style-type: none"> • Suitability to work with young children • Able to form and maintain appropriate relationships and personal boundaries with children and young people • Ability to maintain strictest confidentiality and integrity at all times • Ability to liaise with other members of staff in a professional manner • Knowledge of promoting inclusion and equal opportunities • Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload • Ability to work constructively as part of a team or individually, understanding school roles and responsibilities and own position within these • Ability to cultivate positive and effective relationships to encourage the best possible outcomes • Ability to adhere to working procedures and policies within the school environment • Ability to work under pressure and meet deadlines • Ability to relate to students, staff and parents/carers • Ability to deal with problems in a positive and systematic manner • The ability to support students and respond to parents/carers through fluent and accurately spoken English • Excellent communication, presentation and interpersonal skills. • Professional telephone manner • Expectations of high standards 	<ul style="list-style-type: none"> • Ability to be flexible in order to create effective solutions 	<p>Application form, references and interview.</p> <p>In addition to the candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:</p> <ul style="list-style-type: none"> • motivation to work with children and young people, and • ability to form and maintain appropriate relationships and personal boundaries with children and young people
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 <p>Personal Qualities</p>	<ul style="list-style-type: none"> • Ability to use judgement and common sense • Approachable • Ability to prioritise • Ability to work on own initiative • Excellent personal organisation and self motivation • Commitment • Reliable and trustworthy • Flexible approach to work • Honest • Ability to be sensitive to the needs of others • Ability to be supportive • Professionalism • A sense of humour, warmth, energy, stamina and resilience • Willingness to reflect upon his/her experiences in a critical and constructive manner • High standards of personal appearance 	<ul style="list-style-type: none"> • An enthusiasm for challenge, development and innovation 	<p>Application form, references and interview.</p>
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Need more advice?

Please see our website
(Central Region Schools Trust
- Founded by the RSA)

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Central Regions Schools Trust – Social Justice through Exceptional Schools’.

Central Region Schools Trust
B.06 Assay Studios
141 – 143 Newhall Street
Birmingham, B3 1SF

centralregionschoolstrust.co.uk