

Personal Assistant to Chief Executive Officer

Job Description

Hours:	Term time plus five days, up to a maximum of 20 hours per week, ideally over 5 working days. However, we can be flexible with working hours.
Salary Range:	£28,163 - £34,314 per annum (FTE) £13,051 - £15,901 per annum (actual salary) Salary negotiable for a candidate with exceptional experience
Department:	SEEAT Central Team
Responsible to:	CEO
Liaison with:	SEEAT Central Team, Trustees, Chairs of Governors, Headteachers, and external stakeholders
Location:	The Deanes, and we also have a base at Westcliff High School for Girls. Travel to all SEEAT schools may be required from time to time

The Role

The main responsibilities of the role will be to act as the PA to the Chief Executive Officer of SEEAT providing high-level, efficient, and professional PA and administrative support and a high-level secretariat function to meetings as directed.

The postholder will also support the Trust with its marketing and communications activities.

Key duties and responsibilities:

- To provide confidential secretarial and administrative support to the Chief Executive Officer (CEO) in the form of shorthand, typing, audio-typing, word processing, filing, photocopying, and maintaining an electronic diary.
- To proactively manage the CEO's diary, accommodating regular schedule changes and managing diary conflicts so that key deadlines are met and responsibilities fulfilled as efficiently as possible.
- To proactively manage the CEO's inbox, ensuring urgent emails are responded to in a timely manner. Filing and responding where required.
- To provide secretarial and administrative support with staffing/parent/student issues and investigations, compiling correspondence and information packs as required.
- To screen telephone calls, direct calls and take messages as appropriate, using own initiative to find answers to questions raised to assist the CEO.
- To respond to communications on behalf of the CEO, signposting queries and issues to initiate appropriate action to ensure a timely response.
- To answer ad hoc queries both internally and externally.

- To work with the SEEAT Governance Professional to proactively assist with arranging regular Trust meetings that the CEO and Executive Team support, mapping out diaries a year in advance.
- To produce and compile CEO's Reports and associated papers for Trust Board meetings as well as for other SEEAT Committees in liaison with the Trust Executive team and senior staff across all schools in the Multi Academy Trust.
- To work with the CEO and Executive Team to produce and update key documents.
- To research and collate statistics, create presentations, provide administrative support, and collect information to ensure the CEO is fully prepared for meetings.
- To prepare and track actions and follow up on outstanding matters in advance of meetings to enable the CEO to operate effectively.
- To attend and take minutes at meetings and hearings as directed by the CEO.
- To arrange appraisals for all SEEAT Headteachers in liaison with their Chair of Governors, and compile the appraisal documents after the meeting.
- To prepare letters for the Chief Executive Officer
- To maintain close liaison and build relationships with the Trust Executive team, SEEAT Headteachers, and other senior staff across SEEAT.
- To build effective and collaborative working relationships with internal and external stakeholders
- To assist the CEO and Trust Executive Team in the planning and organising of events ensuring they run smoothly as required.
- To organise travel arrangements to ensure value for money and the best use of time.
- To travel with the CEO to meetings as necessary.
- To book and prepare rooms for meetings and events, and welcome visitors, arranging refreshments and catering as appropriate.
- To have an awareness of the educational landscape and its implications for planning meetings and the impact on the work of the CEO and Executive Team.
- To be the custodian of SEEAT policies.
- To assist the CEO with personal arrangements as and when required.
- To oversee the production of marketing materials, including printed documents, website content, and social media.
- To assist the CEO in producing the Trust newsletter.
- To assist the CEO in writing press releases and responding to press enquiries.

General

- To actively promote the school and Trust's policies.
- To be courteous and provide a welcoming environment.
- To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- The above duties are not exhaustive, and the post-holder may be required to undertake tasks, roles, and responsibilities as may be reasonably assigned to them by their line manager, Chief Executive Officer, or Trust Board.

This job description will be reviewed as appropriate and may be subject to modification or amendment at any time after consultation with the post holder.

June 2024

Person Specification

Knowledge/Qualifications and Experience

- Significant and proven experience as a PA or administrator ideally at Board level
- Qualified to at least L3 (A-Level) standard or equivalent experience
- Excellent working knowledge of Office365, Microsoft Word, Excel, and PowerPoint
- Experience working in a school or educational setting is an advantage but is not an essential requirement

Skills, Abilities, and Professional Attributes

- Excellent literacy and sound numeracy skills
- Excellent verbal and written communication skills, including the ability to tailor communication to a range of audiences using a variety of mediums and to draft correspondence on behalf of the CEO
- Excellent organisational skills with the ability to prioritise workload, work to tight and changing deadlines, and anticipate requirements in advance
- Ability to recognise political urgency/sensitivity of emails/telephone calls to alert the CEO or appropriate person promptly
- Ability to maintain confidentiality and support for the CEO
- To have a cheerful, patient and tolerant, customer-focused attitude
- To be willing to attend training and development activities, demonstrating a commitment to own professional development
- Able to plan and prioritise own work effectively
- Ability to work accurately under pressure and to deal with interruptions
- Demonstrate personal and professional integrity, including modelling values and vision
- Ability to develop effective working relationships
- Clear understanding and working knowledge of SEEAT, its ethos and values, systems, and procedures
- Flexibility and adaptability in working arrangements to meet the needs of the Trust