

Batley Multi Academy Trust - Job Description

Trust/School Post:	Batley Multi Academy Trust
Department:	Trust Central Team
Post:	PA to the CEO
Grade:	9
Accountable to:	CEO
Responsible for:	Trust Receptionist/Business Support Officer
Purpose of Job	
<p>To provide effective and efficient high-level executive support including diary management, meetings management and communication (internal and external), document production, quality assurance and governance.</p> <p>To be the key point of contact for internal and external communication and operational projects.</p> <p>To support Governance and Trustee tasks in conjunction with the CEO and Governance Professionals.</p>	
Responsibilities	
<ul style="list-style-type: none"> ● Act as the first point of contact for the CEO. ● Manage and coordinate a confidential administrative support service to the CEO including minute taking at weekly team meetings and other confidential meetings. ● Maintain the highest level of confidentiality and adherence to policies and procedures. ● Diary management by scheduling, prioritising and managing appointments and travel arrangements. ● Maintain effective communication and working relationships with key partners and stakeholders at an operational level; the organisation's senior executive team and key internal and external stakeholders. ● Attend specific meetings and take notes, draft minutes and action recommendations as required. ● Manage and organise external/internal events as required. ● Contribute to continuous improvement in your own area of responsibility. ● Undertake administrative duties such as typing, minute taking, producing letters, reports, presentations, spreadsheets, meeting agendas and using various software packages as required. 	

- Build constructive relationships with all key stakeholders in the Trust family of schools; staff, governors, trustees; learners, parents/carers and local business and tertiary education partners.
- Remain conversant with the workloads of the Executive Team on an ongoing basis, whilst actively supporting them in discharging day to day Trust matters and queries. This will involve undertaking roles and tasks with minimal supervision.
- Ensure robust filing, records, management information systems (both paper and electronic) are in place and maintained to ensure efficient retrieval of key documents as required.
- Organise and plan events and meetings; booking rooms, managing diaries and providing supporting information as necessary.

Communication:

- Ensure that contact with a wide range of stakeholders is friendly, supportive and professional, and that queries and potential conflict situations are handled with professionalism at all times. This includes but is not limited to, key stakeholders such as Ofsted and the Department for Education.
- Foster effective professional relationships with the wider community, other Trusts and schools and external organisations and partners.
- Respond to queries as appropriate including complaints addressed to the CEO.

Trustees - in liaison with the CEO & Director of Governance and Compliance:

- Ensure that all Trustee information and paperwork is collated and shared with the appropriate colleagues and sent out in a timely manner.
- Maintain information about Trustee training and other key documentation.
- Ensure the Trust website is up to date with the relevant information.
- Coordinate and arrange refreshments for all Trustee related meetings.

Additional Information

- Undertake any such duties commensurate with the post as directed by the CEO.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the Trust's responsibilities towards safeguarding.
- A good knowledge and understanding of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation.
- Develop and maintain an awareness of mental health issues affecting both colleagues and young people and act in a supportive way that helps others and enables them to be open about any issues affecting them.

Batley Multi Academy Trust - Employee Specification

Post: PA to CEO and Executive Team	Grade: 9
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

Qualifications, Skills, Experience	Essential/ Desirable	Method of assessment
Educated to A level standard or equivalent.	Essential	Certificates
Considerable experience of providing a proactive secretary or PA support and initiating and maintaining efficient office systems/ processes.	Desirable	Application Form/ Selection Process
Experience of working in an education environment.	Desirable	Application Form/ Selection Process

Performance Attributes <i>Please note, all the following criteria are essential</i>	Method of assessment
Excellent literacy and numeracy skills to be able to produce documentation to the highest standard.	Application Form/ Selection Process
Highly developed IT skills.	Application Form/ Selection Process
Effectively communicates and exchanges orally and in writing varied information to inform others, including colleagues, learners, parents/carers and members of the public.	Application Form/ Selection Process
Effectively manages and leads others.	Application Form/ Selection Process
Takes a flexible approach to changing priorities or unexpected situations.	Application Form/ Selection Process
Consistently performs to the best of their ability in accordance with the Trust's policies and procedures and delivers an efficient and effective service.	Application Form/ Selection Process
Ability to use a range of problem-solving techniques, to think creatively when presented with varied requests and to know	Application Form/ Selection Process

when to refer on to colleagues.	
Recognises the importance of continued professional development and identifies training needs. Is proactive in regard to their own ongoing professional development.	Application Form/ Selection Process
Represents the Trust with integrity and professionalism.	Application Form/ Selection Process
Resilient and able to work under pressure.	Application Form/ Selection Process