

**DEPARTMENT: OPERATIONS**

**DESIGNATION: TRUST EXECUTIVE ADMINISTRATION (GOVERNANCE)**

**RESPONSIBLE TO: CHIEF OPERATING OFFICER/EXECUTIVE ASSISTANT**

**POST GRADE: LEVEL 5**

**NAME:**

|  |
| --- |
| **Main Purpose of the Post**  |
| * To support the Executive Assistant/Deputy Clerk with the provision of a confidential, high level business support service to the Chief Executive Officer and Chief Operating Officer.
* Deputise for the Executive Assistant
* To provide Members, Trustees and Governors with administrative support relating to governance tasks.
* To support with cover for administrative duties across the Trust operations team.
 |
| **Core Responsibilities, Tasks and Duties** |
| 1. **General**
* Lead by the Executive Assistant/Deputy Clerk, to provide an effective business and administrative support service to the Chief Executive Officer and Chief Operating Officer, including the Trust’s Governance function. To include electronic filing/typing/photocopying, organising meetings, taking minutes of meetings and following up the actions, travel arrangements, conference arrangements and dealing with telephone calls/queries.
* Support the development of the business planning cycle for the work of the Trust to ensure comprehensive planning for all meetings in advance.
* Provide administrative support for various meetings and committees, including preparation of agendas and minutes and following up action progress reports.
* Respond to communications on behalf of the CEO/COO acting as a gatekeeper and signposting queries and issues to initiate appropriate action where required.
* Maintain a high level of confidentiality and efficiency.
* Effectively manage information in accordance with legal requirements.
* Work alongside the Executive Assistant/Deputy Clerk to prepare agendas for Governing Body meetings.
* Ensure that all the appropriate paperwork is ready in good time before meetings.
1. **Information management**
* Keep all personal information of members LGB/Governors/Trustees confidential and up-to-date.
* Support the Executive Assistant/Deputy Clerk to ensure the Trust website contains all information required in order to meet statutory requirements, including the publication of information relating to governance.
1. **People and Relationships**
* Develop and maintain professional and effective working relationships with the Executive Assistant/Deputy Clerk, CEO, Principals and Senior Leadership Teams.
* Establish and implement clear communication processes for sharing information with Committees.
1. **Personal development**
* Regularly undertake training and CPD which improves and maintains your knowledge and ability to perform your duties.
* Take part in regular performance reviews and self-evaluation.
* Support with cover in administrative areas (eg Reception), proof reading documentation, minute taking and production of minutes, agenda and reports.
* Ensure safeguarding procedures are always followed.
* Any other duties as commensurate with the post.
1. **Health and Safety**
* Ensure a work environment that protects people’s health and safety and that promotes welfare and which is in accordance with the Trust Health and Safety policy.
1. **Professional Accountability**
* The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school’s objectives.
1. **Safeguarding**
* Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
1. **Equalities**
* Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.
 |
| **Declaration** |
| **The Alpha Academies Trust is committed to safeguarding and promoting the welfare of children and young people.**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**PERSON SPECIFICATION**

**APPOINTMENT OF: TRUST OPERATIONS ADMINISTRATION ASSISTANT (GOVERNANCE)**

**DEPARTMENT: OPERATIONS**

|  |  |
| --- | --- |
| **Minimum Requirements** | **Measured by:****A) Application****B) Test/Exercise****C) Interview** |
| **QUALIFICATIONS/TRAINING:****It is essential that the post holder has:*** Educated to GCSE level or equivalent including English and Maths at Grade ‘C’ or above.
* NVQ Level 3 or equivalent qualification/experience.
* Evidence of continued professional development**.**

**It is desirable that the post holder has:*** Previous experience of working in a School/Academy.
 | **A** |
| **EXPERIENCE/KNOWLEDGE:****It is essential that the post holder has/is/will:*** Computer literate, and has a good knowledge of MS Office, in particular Word and Excel.
* Experience of working within an office and/or customer service environment.
 | **A & C** |
| **SKILLS AND ABILITIES:****It is essential that the post holder has/is/can:** * Highly organised and able to prioritise workloads.
* Ability to proofread Academy documents.
* Minute taking skills.
* Good communication skills, both oral and written.
* Good interpersonal and customer service skills.
* Ability to work using own initiative and within boundaries.
* Ability to work effectively with people across a wide range of levels and responsibilities.
* Excellent attention to detail, achieving accurate standards of work.
* Good team working skills.
* Tact and diplomacy.
* Maintains confidentiality.

**It is desirable that the post holder has:*** A good knowledge of MIS systems such as Arbor and SAM People and is able to create reports and merge these into word documents.
 | **A & C** |
| **ADDITIONAL FACTORS:****It is essential that the post holder is/has/can:*** A willingness to cover other sites across the Trust as required.
* A willingness to undertake appropriate training.
* Commitment to undertake First Aid Training.
* A commitment to maintain high customer care standards.
* Awareness and sensitivity with regard to equal opportunities and race equality.
* An ability to fulfil all spoken aspects of the role with confidence through the medium of English.
 | **A & C** |