



JOB DESCRIPTION

Job title:	Executive Assistant to the CEO
Reports to:	Chief Executive Officer
Grade:	Torbay Grade H (SCP 24 – 27) £29,866.70 to £32,326.51
Hours:	37 hours per week / 41 weeks per year
Base Location:	Totnes with some flexibility for homeworking

Main Purpose of Post

To support the Trust to deliver the highest quality learning experience for young people you will work closely with the CEO to help deliver the Trust strategic plan. Performing to a high standard and offering excellent support enables the CEO to work on strategy and the Trusts' Vision.

We're looking for an Executive Assistant to support the Chief Executive Officer who is responsible for the successful running of the Trust. This role will coordinate and manage executive scheduling, prepare and organise important legal and strategic materials and plans, and support board meetings with the preparation of board materials. This role serves as the eyes and ears for the CEO, connecting stakeholders, overseeing projects, and delivering critical business information to the CEO, along with ensuring meetings and materials are efficient and effective helps deliver the priorities of the Trust.

The dynamic nature of this role requires that the ideal candidate have exemplary time management skills and the ability to identify and anticipate the CEO's needs. The role must interact seamlessly and with a professional demeanour across a broad range of individuals including members of the Senior Leadership Team, Board of Trustees, and leaders that report to the CEO. To perform this job successfully, the individual is expected to handle highly sensitive and confidential financial, legal, personnel and Trust information while exercising professionalism and discretion.

Duties and Responsibilities:

- Manage scheduling for the CEO and support all aspects of their daily routine
- Assist in key aspects of the Trust's strategic plan including termly updates of the plan, project planning, collaborating with the central services team and achieving personal and team objective key results
- Draft, review and send communications on behalf of the CEO
- Organise and prepare for meetings, including gathering documents and attending to logistics of meetings
- Assist the CEO in the development of presentations and documentation for internal and external audiences
- Answer and respond to phone calls, communicate messages and information to the CEO
- Prioritise emails and respond when necessary
- Determine the priority of information for the attention to the CEO; redirect where necessary to staff to handle, or handle matters personally, as appropriate
- Keep the CEO advised of time-sensitive and priority issues, ensuring appropriate follow-up
- Coordinate travel arrangements when necessary
- Prepare and submit expense reports



- Maintain various records and documents for the CEO
- Where required attend meetings and take notes of discussions; prepare the initial draft of minutes and action points
- To help prepare documentation for strategic meetings
- Assist the CEO with conversions, by project managing and liaising with the Trust solicitors
- Create and produce a termly Trust newsletter
- Update the Trust website with updates and ACE news
- Monitor and update Trust information on GIAS and Companies House if required
- Liaise regularly with Headteacher, Business Leads, Clerks and School Admin teams to ensure the CEO remains informed and priorities are effectively managed
- Assist and manage the preparation of the Statutory Accounts in liaison with the CEO and CFO
- Assist with TCaF submissions, monitoring and collating information as required.

Expectations

- As appropriate to the post holder's duties must be carried out in compliance with the following:
 - Trust Equality Scheme
 - Information Security Policies
 - Financial Regulations
 - Health and Safety at Work Act (1974) (and subsequent Health and Safety legislation)
- To work flexibly as required and to undertake any additional hours to meet the needs of the business.
- To maintain confidentiality of the Trust's affairs.
- Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions.
- To work at all times within the Code of Conduct and the Trust Safeguarding Policy.
- To maintain the company values and ethos at all times.
- To be an ambassador of the Trust when dealing with external organisations and clients.
- These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Strategic Direction and Development of the Trust:

- Contribute to the Trust projects which aim to meet the aspirations of the Academies for Character and Excellence Vision Statement and The Trust Improvement Plan.
- As a member of the Central Services Team, actively contribute to the development of the whole Trust.
- Lead by example in helping to create a productive and professional Trust ethos.
- Work in line with the Trust values.