



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

- Role:** Executive Assistant
- Responsible to:** Director of MAT & Deputy CEO
- Responsible for:** To provide administrative support to the Director of MAT & Deputy CEO
- Pay Scale:** NJC 19-34 (£24,799 - £27,905)

At L.E.A.D. we have a strong vision and four core principles, to lead, empower, achieve and drive, that you will be expected to demonstrate in your working practices

1.	<p><u>Applied Knowledge and Expertise</u></p> <ul style="list-style-type: none">• Applies knowledge and skills from previous work experience to produce minutes to accurately and clearly record a range of meetings in a timely manner.• Utilises intermediate knowledge of Microsoft programmes to fulfil requirements of the role.• Uses experience of dealings with a range of stakeholders to apply sensitivity, discretion and strict confidentiality at all times.
2.	<p><u>Decision Making and Problem Solving</u></p> <ul style="list-style-type: none">• Provide secretarial, organisational and administrative support as required by the MAT Director and Deputy CEO.• Independently produces minutes for all attended meetings to a high standard to include the following types of meetings:<ul style="list-style-type: none">○ Core meetings (multi agency internal meetings driving school improvement);○ Budget review meetings with academies;○ HR meetings with academies;○ Exec. Team members meetings with Headteachers (one to one if required);○ Any other ad hoc meeting across the central business unit.• Arranges availability of copies of minutes, as required.• Providing administrative assistance in the preparation of presentations, reports and attending meetings when required.• Some diary management for the MAT Director and Deputy CEO.• Support relevant parties in meetings to ensure meeting are kept on track.• Occasional reception support may be required.
3.	<p><u>Resource Management</u></p> <ul style="list-style-type: none">• Ensures that all minutes are recorded and filed in an efficient and secure manner, upholding confidentiality at all times.• Ensures that copies of minutes are distributed to the appropriate people in a timely manner.
4.	<p><u>People Leadership/Development</u></p>

	<ul style="list-style-type: none"> • Takes responsibility for own personal development, including identifying relevant training courses. • As needed, proactively supports a number of teams in undertaking administrative duties. • Supports a positive culture throughout the organisation and adopts behaviours that exemplify the Trust's culture. • Demonstrates a willingness to attend appropriate training and development.
5.	<p><u>Influencing and Managing Relationships</u></p> <ul style="list-style-type: none"> • Deals regularly with schools across the Trust, including Business Managers, Head Teachers and the Director of Schools, as well as with Finance and HR. • Liaises effectively and professionally with external suppliers as needed. • As needed, works with L.E.A.D's senior stakeholders on some support activities.

June 2019

L.E.A.D Executive Support Person Specification

This person specification lists the competencies expected of an experienced/fully trained Executive Support. The two right hand columns provide guidance for the appointment of new Executive Support. (E= Essential criteria, D=Desirable criteria).

			E	D
1	Skills, knowledge and aptitudes	The L.E.A.D. Executive Support should be able to provide evidence of the following:		
		<ul style="list-style-type: none"> highly skilled in minuting, with the ability to use spelling punctuation and grammar correctly. 	E	
		<ul style="list-style-type: none"> demonstrate a proven ability to work to a high level of accuracy with attention to detail at all times. 	E	
		<ul style="list-style-type: none"> excellent communication skills, both written and oral, with the ability to communicate effectively with people at all levels. 	E	
		<ul style="list-style-type: none"> high level administrative and organisational skills. 	E	
		<ul style="list-style-type: none"> able to work as part of a team and contribute towards its success. 	E	
		<ul style="list-style-type: none"> proficient use of all MS Office programs particularly Word, Excel, Outlook and PowerPoint. 	E	
		<ul style="list-style-type: none"> able to work to tight deadlines, managing and prioritising time effectively. 	E	
2	Qualifications and Training	The L.E.A.D. Executive Support should have:		
		<ul style="list-style-type: none"> studied to a minimum standard of GCSE (grade A* - C), or equivalent, in English and Maths 	E	
		<ul style="list-style-type: none"> further education qualifications in related fields, e.g. NVQ Business Administration 	E	
3	Experience	The L.E.A.D. Executive Support should be able to produce evidence of:		
		<ul style="list-style-type: none"> working in an environment where experiences included taking initiative and self-motivation. 	E	
		<ul style="list-style-type: none"> Have an ability to maintain appropriate confidentiality in line with GDPR 	E	
		<ul style="list-style-type: none"> working as a member of a team. 	E	
		<ul style="list-style-type: none"> experience of working in a school or academy trust environment 		D
4	Personal Attributes	The L.E.A.D. Executive Support should:		
		<ul style="list-style-type: none"> have an openness to learning and change. 	E	
		<ul style="list-style-type: none"> have a positive attitude to personal development and training. 	E	
		<ul style="list-style-type: none"> be able to work in ways that promote equality of opportunity, participation, diversity and responsibility. 	E	
5	Special Requirements	The L.E.A.D. Executive Support should:		
		<ul style="list-style-type: none"> be able to work at times and locations convenient to the service provision. Some out of hours work will be required in this role. 	E	
		<ul style="list-style-type: none"> be able to travel quite extensively for meetings across the academies. A Driving Licence is required for this role. 	E	
		<ul style="list-style-type: none"> be available to be contacted at mutually agreed times. 	E	

