

## JOB DESCRIPTION

Job Title
Executive Officer & PA to the CEO
Salary and Hours
<b>Starting salary:</b> £30,451 - £32,910 FTE (spine point 32- 35) Pro-rata <b>Hours:</b> 35 hours per week, over 44 weeks a year
Line Manager
Chief Executive Officer (CEO)
Base Location
Home working with some expectation to be flexible and work from the Trust office as required
Line Management responsibility
Purpose of Role
<p>The Executive Officer is responsible for providing high-level support and personal administration to the CEO to ensure Plymouth CAST delivers its Strategic Plan and Measures of Success.</p> <p>The post holder will show leadership, initiative, sound judgement and confidence in dealing with the planning and hosting of diary engagements and events, including unforeseen circumstances, and especially in the absence of the CEO. The post holder will:</p> <ol style="list-style-type: none"> <li>1. Provide high level support and advice to the Executive by undertaking research, investigation, analysis and project work as required and advised by the CEO.</li> <li>2. Manage key stakeholder relationships ensuring the CEO is represented professionally in all external engagements.</li> <li>3. Provide administrative support to the CEO ensuring that the line management of direct reports (CEO) is informed and effective.</li> </ol> <p>Be responsible for the personal administration required by the CEO in relation to all diary</p>

and travel arrangements, delegating where appropriate

### **Key Accountabilities**

#### **1. Provide High Level Support and Advice to the CEO/Executive Team**

- Working with senior managers and/or external organisations and groups, including the RSC's Office, ESFA and the DSC and others to create, commission and co-ordinate research and briefings to support decision-making and major initiatives.
- Maintain awareness of policy likely to impact on the Trust, providing summary reports to inform and update the CEO/Executive Team as and when appropriate.
- Lead on specific projects and activities assigned by the CEO
- Work with other key staff to provide draft responses to external correspondence.
- Support key institutional projects as defined from time to time, ensuring thorough and effective planning and monitoring is in place to ensure timely delivery.

#### **2. Manage Key Stakeholder Relationships**

- Be the first point of contact and key liaison point between the CEO, the wider Trust and the external world.
- Be responsible for the delivery of a highly professional level of engagement with external stakeholders, proactively building relationships which strengthen the flow of information of relevance to the Trust and helping to identify opportunities which support delivery of the strategic plan.
- Take active oversight of internally co-ordinated events & conferences as directed by the CEO
- Work closely with Head Teachers and key central staff to identify external engagement and media opportunities to secure the highest possible profile and publicity for the Trust and the Schools
- Working closely with the Governance Officer and School Business Managers have oversight of both Trust and school websites, ensuring that all compliance

requirements are met, and that site content promotes aspiration, celebration and is professional in appearance.

- To take a lead, in support of the CEO, on the development of Trust wide branding, marketing and PR projects and initiatives.
- Be a key point of contact for the Trust portal, ensuring that content is kept up to date, and that is branded in a consistent, professional style.
- Continue to develop and innovate the portal to ensure that it is fit for purpose, meets the needs of all Trust users and aids communication and engagement with the Trust staff.

### **3. Provide Administrative Support to the CEO**

- Liaise closely with the Clerk to the Board and other members of the central team, ensuring appropriate systems and processes are implemented and maintained to deliver a professional service, including through the process of annual performance review and development.
- Line manage or guide the work of any temporary, contract or project staff seconded from other departments or externally as directed by the CEO
- Liaise with administrative staff across the central team to ensure that diaries are synchronised and effective management cover is maintained from 08.30 – 17.00 Monday to Friday and adequate out of office arrangements are in place at all other times.
- Ensure the efficient and effective management of regular meetings between the CEO and Exec team in liaison with the Executive Officer and also with direct reports and the effective follow-up of actions from meetings that need to be actioned by the CEO.
- Ensure the efficient and effective flow of information between members of the Exec, regularly monitoring and communicating priorities and ensuring deadlines are met.
- Maintain and utilise the Meetings Calendar to effectively plan and coordinate attendance across the relevant meetings and events, both internal and external, and

to plan for key statutory returns and annual announcements and milestones on behalf of the CEO.

- Service meetings where required, leading on agenda preparation, providing action notes and ensuring actions are completed.
- Ensure that statutory returns, invoices and letters requiring CEO signature are processed in a time-efficient manner, acting within delegated powers where necessary.
- Ensure that Trust website information relating to the Exec and central team is accurate and up to date.

#### **4. Deliver Personal Administration to the CEO**

- Provide a high level of day-to-day support to the CEO, ensuring that time be managed efficiently and effectively through intelligent diary management and planning and through effective gate-keeping.
- Take responsibility for identifying incoming postal and electronic mail which requires attention and forwarding to the CEO for response as necessary
- Draft responses to letters and emails and support the development of reports for internal and external meetings.
- Ensure that the CEO is suitably briefed for all external and internal engagements.
- Take responsibility for overseeing and arranging CEO travel and accommodation arrangements giving due regard to the complexity of travel time and schedules for meetings and events.
- Ensure the efficient and effective management of the flow of information to and from the Exec office by directing strategic communications to internal and external stakeholders.

## **5. General Duties**

Perform a range of duties as required and deemed appropriate in support of the CEO to accomplish assigned responsibilities and functions of the office:

- Be available for travel in the UK and for work outside of normal office hours if required.
- Continually seek to improve systems and procedures within the office environment.

### **Special Features:**

- The Executive Officer is expected to have regular contact with senior external personnel including those from the RSC's Office, ESFA, DSC, Unions and Local Authorities.
- The Executive Officer is expected to work closely with the Executive, Board members Management Group, Heads of Professional Services, Head Teachers and external suppliers.
- The Executive Officer will support procurement and contract negotiations as appropriate, as determined by the CEO.

### **Miscellaneous:**

- Taking due care of yourself and others in respect of Health & Safety
- Applying the Trust Equal Opportunities Policy in your own area of responsibility and in your general conduct.
- Promoting high levels of customer care within your own areas of work.
- Co-operating with the PDR process, engaging in the setting of objectives in order to assist in the monitoring of your performance and development.
- Undertaking any relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with you. Such agreement should not be unreasonably withheld.

- Engaging with the Trust’s commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.
- Engaging with the Trust’s commitment to delivering value for money services that optimise the use of resources and therefore should consider this when undertaking all duties and aspects of your role.
- You are expected to engage with the Appraisal process in relation to the setting of your own objectives with your manager to assist in the monitoring of your performance.
- Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with you. Such agreement should not be unreasonably withheld.

#### **Continuous Improvement**

Create a supportive and effective working environment by developing and maintaining good working relationships and a continuous improvement culture with colleagues throughout the Multi Academy Trust. Participate in relevant professional development

#### **Corporate Standards**

Demonstrate, and lead by example, a developed understanding of, and sympathy with, the Church’s work and mission in schools. Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Multi Academy Trust’s Articles of Association, the Funding Agreement and MAT policies and procedures. Work within the requirements of the Diocese Health and Safety policy, performance standards, safe systems of work and procedures.

#### **Knowledge and Experience**

- Educated to Degree level – or equivalent experience
- Demonstrates strong evidence of IT and Project Management Skills
- PRINCE qualification (desirable)
- Possesses detailed knowledge of the Education sector/wider public sector
- Evidenced track record of high-level of communication and interpretation skills including intelligence gathering and political judgement
- Excellent report writing capabilities, including complex briefs and detailed high-level reports for internal and external communications

- Experience of managing individuals and teams

#### Personal Qualities

- Experience of communicating and handling confidential and commercially sensitive information
- Able to undertake independent, original research incorporating detailed analysis of complex quantitative and qualitative data.
- Able to work with a high level of autonomy and a minimum of direct supervision and will require strong organisational skills and the ability to determine priorities in the face of changing and competing demands and tight deadlines.
- Able to effectively manage their workload, and wellbeing, in order to maintain the highest standards of professional performance, as befits the responsibilities and context of working closely with the Executive team
- Able to maintain the highest levels of professional presentation, conduct and credibility, in order to represent the Trust, and to ensure effective strategic relationships with the Trust's stakeholders.
- Demonstrates excellent interpersonal skills, including the ability to carry personal authority, effectively influence colleagues, utilise diplomacy, and build dynamic and progressive relationships internally across the Trust and with external stakeholders;
- Establishes and maintains effective working relationships with members of the Board of Governors, national and local agencies and academic and professional service staff within the Trust.
- Possesses team-building skills, with the ability to develop and supervise staff.
- Able to exercise budgetary control over projects and initiatives arising from the Exec office and from the management of direct reports
- Possesses the skills to deliver high-level, confidential and paperless secretarial support
- A sensitivity and empathy to working within a faith environment, and a strong understanding of the structures and values of the Catholic Church

### Expected Outcomes

- Plymouth CAST fully complies with its statutory obligations and records are maintained as required by law and made available when required by authorized persons.
- Accurate and timely information, advice and recommendations are made to the Trustees, Directors of the Board and senior team on financial and resource matters.
- Academy staff are fully aware of best practice around financial and resource management, policies and procedures through effective training and support.
- Responsible for own continuing self-development, undertaking training as appropriate or as directed as part of CPD.
- Being aware of and complying with all relevant policies and procedures relating to child protection, health safety and security, confidentiality and data protection and reporting all concerns to the appropriate person.
- Good working relationships are promoted with Trustees, Diocesan staff, School staff and Governors and Plymouth CAST staff.
- Plymouth CAST fully complies with its statutory obligations and records are maintained as required by law and made available when required by authorized persons.

This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and the duties may be varied from time to time which do not change the general character to the job or the level of responsibility entailed.

Changes can be made to this job description under consultation to reflect the changing needs of the role at any time.