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## Job Description for Executive Personal Assistant to the Chief Executive Officer (CEO), and Governance Administrator (Clerk)

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<b>Responsible to:</b>	Chief Executive Officer and Governance Manager
<b>Based at:</b>	New College Pontefract
<b>Paid on:</b>	Band J of the NCLT Support Staff Spine, £31,723 – £34,319 fte, pro rata (actual salary £28,199 - £30,506) (0.889)

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### OVERALL PURPOSE OF THE POST

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The purpose of the Executive Personal Assistant (EPA) is to provide a comprehensive, highly confidential and proactive administrative and support service to the Chief Executive Officer (along with the Chief Operating Officer and other Trust Leaders as required) of the New Collaborative Learning Trust. The EPA may also lead on discrete projects, as required, in collaboration with the CEO, Trust Leaders and Directors.

To provide confidential and highly efficient administrative support to the Trust, its committees and advisory groups and to local governing bodies.

To work closely with the Trust's Governance Manager to support the design and implementation of high-quality governance.

To arrange, support and have oversight of all governance meetings, personally attending and minuting a proportion of these meetings, such as the Board of Directors, Audit Committee, Members and Quality and Standards Committee Meetings. These meetings will usually take place at 4pm and time will be given back in lieu allowing some flexible working.

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### MAIN DUTIES

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#### Executive Personal Assistant to the CEO/COO

- Provide an effective and efficient administrative support function for the CEO and Trust Leaders, taking independent and pro-active action where appropriate.
- Lead on Trust development projects under the direction of the CEO, in collaboration with Trust Leaders and Directors.
- Use Microsoft Word, PowerPoint, Excel or other software packages, to provide a high quality and efficient service, in preparing documents/reports as directed by the CEO and other Trust Leaders, and conduct additional research where required.
- Arrange and facilitate a variety of meetings involving the CEO and Trust Leaders, ensuring agendas are prepared, participants are informed, relevant papers circulated and accommodation and refreshments

ordered/delivered. Minute the meetings themselves and ensure, once agreed, minutes are distributed accordingly.

- Assess all correspondence, including electronic mail, for priority and actions, ensuring urgent and sensitive items are dealt with accordingly. Ensure further action on correspondence and enquiries is carried out by an appropriate person in an effective and timely manner.
- Provide direct support to the CEO in the handling and management of email and written correspondence.
- Organise and prioritise the future commitments of the CEO, arranging appointment and maintaining schedules effectively.
- Operate and manage the CEO's telephone, screening and diverting calls as appropriate.
- Make travel and accommodation arrangements for the CEO as required.
- Receive and greet visitors to the CEO, providing refreshments if necessary.
- Establish and maintain good professional relationships, ensuring effective communication across the colleges/academies in the Trust and other stakeholders.
- Develop and maintain an effective filing system and computerised information system for the CEO and Trust Leaders, ensuring accuracy, confidentiality and security of information.
- To undertake any duties as may be reasonably required by the CEO and Trust Leaders.
- To observe at all times rules of confidentiality appropriate to the post.
- As part of the wider Trust support team, you may be asked to provide additional assistance in other areas of the Trust depending on priorities and as directed by the CEO.
- Work within the Trust guidelines of Data Protection.

#### Governance Administrator (Clerk)

- Administer and facilitate all meetings related to the governance of the Trust, giving advice on procedure at such meetings and preparing draft minutes of the proceedings. This will involve an extended working day, up to approximately 6pm at the latest. There will be approximately 12 meetings per year, on different days of the week, which you will be required to attend as part of the role.
- Working with the Governance Manager to maintain a record of the membership, terms of office, membership of committees, business interests etc., notifying of any vacancies, making arrangements for appointments and elections, and advising on the strategies for recruiting Governors, liaising with the College/Academy PAs.
- In consultation with the relevant chair(s)/Governance Manager, plan the forward schedule for governance meetings and committees; identifying the agenda items to be taken at those meetings.
- Full oversight and direction of all clerking for NCLT, including liaising with Principals, and PAs in relation to their role as minute taker.

- Liaising with governance chairs and senior leaders, preparing supporting papers for forthcoming meetings and ensuring they are distributed to relevant parties with the agenda in good time prior to the meeting.
- Take minutes of meetings, preparing draft minutes for approval by the chair of the respective meeting ensuring decisions and ownership of actions are accurately recorded. Approved minutes to be distributed to all meeting members in good time of the meeting. Ensure minutes are available on the website or upon request.
- To keep a record of governance attendance at all meetings, including any apologies received, to monitor that a meeting remains quorate (notifying the meeting chair if the meeting ever becomes non-quorate, through liaising with the College/Academy PAs). To notify the chairs of any likely disqualifications by reason of consistent non-attendance.
- To be responsible for ensuring that governance information on the Trust and College/Academy websites, Get Information about Schools (GIAS) and Companies House websites, remains up to date and liaise with the marketing team for any changes required.
- Ensure all new Governors are fully inducted, including arranging appropriate letters of appointment, welcome packs and access to training as required.
- Working with Human Resources to ensure all information on the Single Central Record is obtained, accurate and up to date for advisors, directors and members.
- Working with the Governance Manager, develop a yearly training schedule for advisors, directors and members.
- To be responsible for your own continuous development, undertaking training as required and keep up-to-date with current education developments and legislation affecting governance of multi-academy trusts. This may involve attending regional/national governance events and meetings.
- To maintain confidentiality of information acquired in the course of undertaking duties for the Trust.
- Acting as correspondent for governance and maintaining appropriate records.
- Working with the Chair of the Board of Directors to ensure that effective appraisal of the CEO and register of interests, for all relevant parties, takes place annually.
- Providing other administrative support to Trust governance, including other ad hoc meetings, such as disciplinary and appeals, and covering for the PAs at governance meetings, as and when required.
- The post holder will need to be able to travel to each college/school location in the Trust. The post holder should work flexibly to meet the needs of the Trust.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the Trust, and only after consultation with you.

**All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.**

**The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.**

**All staff are expected to support the achievement of the Trust/college's mission and strategic objectives and to demonstrate its values through their behaviour.**

## Person Specification for Executive Personal Assistant to the Chief Executive Officer (CEO), and Governance Administrator (Clerk)

*There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Experience of using computerised administration systems.</li> <li>• Experience of working in an administrative role.</li> <li>• Experience of maintaining efficient electronic and manual filing systems.</li> <li>• Experience of minuting meetings to a high level.</li> <li>• Experience of using Microsoft Word and Excel to an intermediate level.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of academy governance.</li> <li>• An understanding of the legal requirements for record management.</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Excellent standard of English and written communication.</li> <li>• Willingness to undertake further training relevant to the post.</li> <li>• Good level of IT skills.</li> <li>• Excellent word processing skills.</li> </ul>	
<b>Special Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Customer service/care approach to work.</li> <li>• Attention to detail/accuracy.</li> <li>• Good problem-solving skills.</li> <li>• An understanding of how to handle sensitive information of a confidential nature.</li> <li>• The ability to behave in a corporate way, communicating and promoting the Trust's vision and values to staff, stakeholders and partners etc.</li> <li>• The ability to handle pressure, to prioritise tasks and to meet deadlines.</li> <li>• Excellent organisational and time management skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge or previous experience of education legislation, guidance and legal requirements.</li> </ul>
<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to communicate at all levels (both internally and externally).</li> <li>• Ability to work effectively as part of a team but also to work using your own initiative.</li> <li>• Openness to change and innovation.</li> <li>• Excellent personal and organisational skills.</li> <li>• Ability to deal with matters of a confidential nature.</li> </ul>	

<b>Additional Factors</b>	<ul style="list-style-type: none"><li>• Ability to cope with unexpected situations.</li><li>• Enthusiasm and commitment for the post.</li><li>• A commitment to equality, safeguarding, and health and safety.</li><li>• Flexible approach to work – ability to work early mornings/late evenings when required and to move across sites in the Trust when required.</li></ul>	
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