



JOB DESCRIPTION

NAME:

POST:

Executive Education Assistant

GRADE:

Grade 5 SCP 10 – 15

RELATIONSHIPS:

The Executive Education Assistant is accountable to the Executive Assistant to the CEO in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

PURPOSE:

The Executive Administrator plays a pivotal role in supporting the Trust's Executives by managing their schedules, communications, and administrative tasks to enhance their efficiency and productivity. This role involves coordinating meetings, handling correspondence, preparing reports, and often taking on project management duties. The Executive Education Assistant acts as a gatekeeper, ensuring the Executive Team's time is focused on strategic priorities while also serving as a liaison between them and internal and external stakeholders. By providing seamless support, the Executive Education Assistant enables the Executive Team to focus on decision-making and leadership tasks essential for the organisation's success.

From time to time, you may also be required to support wider initiatives and projects, which fall outside of the duties outlined in this job description.

MAIN DUTIES & RESPONSIBILITIES:

PROJECT WORK:

- Support various project work, assisting with planning and leading as directed by the Executive Team
- Collaborate with the Executive Team and wider Senior Leadership, coordinating internal and external stakeholders, to ensure project objectives are met.
- Track project timelines and deliverables to ensure deadlines are met.
- Produce training packs and materials for training and staff development.

COMMUNICATION AND COORDINATION:

- Demonstrate excellent communication skills.
- Prepare correspondence of a high standard, adhering to AE's brand guidelines.
- Demonstrate excellent communication skills when liaising with staff, students, and stakeholders, both internal and external.
- Support with the coordination of events and meetings.
- Coordinate Executive Team administrative operations to ensure a productive and efficient work environment.
- Liaise with the Digital Team regularly, particularly Head of Communications & Marketing, to ensure timely and engaging updates are shared on Trust website, Social Media platforms and other mediums to promote the Trust as an 'Employer of Choice' and Outstanding Educational organisation.
- Assist in the implementation of the Trust's policies and procedures.

ADMINISTRATIVE SUPPORT:

- Manage the Executive's calendars, schedule meetings, and coordinate appointments.
- Prepare and edit correspondence, communications, presentations, and other documents.
- Minute meetings as required to support the Executive Team and Trust Central Services.
- Handle incoming and outgoing mail and electronic communications.
- Provide proactive administrative support to the Trust Central Office Team.
- Maintain excellent organisational skills to manage multiple tasks efficiently.
- Support with monitoring compliance, audits and reporting.
- Conduct, and provide recommendations, following Academy website audits.
- Ensure attention to detail in all administrative processes and documentation.
- Maintain confidential records and handle sensitive information with integrity.
- Assist in ordering, budget planning/preparation and expense tracking.
- Handle ad hoc invoicing, billing, and financial reports as required.
- Undertake Safer Recruitment training, supporting Executive Team recruitment and personnel matters as required.

- Cover the reception duties in the absence of the Central Office Administrator..

EVENT PLANNING:

- Plan and coordinate Trust Central Office Team events, Trustee events, meetings, and conferences as required by the Executives and Heads of Departments.
- Manage event logistics, including venue selection, catering, and guest coordination.

RESEARCH AND REPORTING:

- Conduct research/investigations and compile data to support decision-making processes.
- Prepare reports and summaries for Executives' review.

POLICY IMPLEMENTATION:

- Assist in the development and implementation of the Trust's policies and procedures.
- Ensure compliance with the Trust's standards and regulations.

GENERAL:

- To promote and support AE's culture and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and Academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Trust Data Protection Officer (DPO) at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

ADDITIONAL INFORMATION

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of the Trust.

Signed: **Date:**
Post Holder

One copy to be retained by member of staff and one kept on the employee's file.

Authentic Education Group is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974.