

**Wellspring Academy Trust**

**Job Description**

**Post Title:** Executive Assistant

**Department**: Wellspring Academy Trust, Support Centre Team

**Reporting to:** Chief Administration Officer

**Salary:** £21,848 - £25,490

**Summary of the Post**

Wellspring is a growing Multi-Academy Trust which is committed to innovation and educational excellence by empowering the Academies within the Trust to ‘make a difference’ to the pupils they serve.

The Executive Assistant will work as part of a focused pro-active team which provides extensive and wide-ranging support to our Academies and the Trust’s Executive Team.

**Duties**

To work in close partnership with the Chief Administration Officer to provide an effective executive support service and personal assistant service to the Trust’s Executive team.

**Executive Support including Personal Assistant services**

* Fully supporting the executive team providing secretarial, professional and confidential personal assistant service.
* Actively managing diary commitments, organising appointments and meetings to ensure effective time management.
* Assisting in managing workflows, outputs and deadlines, focusing time against priorities ensuring members are aware of diary commitments.
* Proactively manage communications, responding where appropriate and directing action as requested.
* Being the first point of contact for the executive team, dealing effectively with a wide range of contact with colleagues at all levels across the Trust and with external organisations.
* Producing a range of documents to a high standard of presentation and accuracy and proof reading of these documents.
* Building and maintaining effective working relationships with the executive team members and wider members of the Trust.
* Arranging travel and accommodation, where appropriate.

**Trust cycle of engagement events**

* Co-ordinating the Trust’s engagements cycle. Co-ordinate attendance and facilities for the events.
* Maintaining the Trust engagement events annual cycle and distribution of invitations.
* Organising meeting agendas and supporting with the collation of relevant documents and information packs and monitoring of follow up actions.
* Arranging meetings and accommodation arrangements for wider Trust members.
* Managing incoming correspondence in a timely and efficient manner, distributing to teams and individuals as required.

**Assist with duties as required by the Chief Administration Officer;**

• Delivering a high quality, responsive and proactive contact service to stakeholders, building and maintaining effective relationships across the Trust.

• Completing various assurance checks and monitoring activities as required.

• Supporting Trust developments, activities and events.

• Undertaking research relating to various projects.

• Responding to organisational needs and deadlines as they arise.

• Providing a responsive and supportive service with a willingness to seek and embrace different and enhanced working methods.

• Maintain a high volume, varied workload and work under pressure to meet tight and demanding deadlines.

**Standard Duties in all Trust Job Description**

• A commitment to diversity, equal opportunities and anti-discriminatory practices

• A commitment to ensuring that children and young people learn in a safe environment

• Participate in relevant and appropriate training and development as required.

**Method of Working**

• Wellspring Academy Trust expects all staff to work effectively and co-operatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. Wellspring Team members are expected to respect confidentiality and safeguarding practices at all times.

**Public Relations**

• Members of the Team must project a positive image of the Trust at all times and through all activity.

**DBS Certificate**

• Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously.   
All Wellspring Team Members are required to undertake a Disclosure and Barring Service (DBS) check.

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| **Section** | **Information** | **Essential / Desirable** | **How  Identified** |
| **Education  and Training** |  |  |  |
|  | Level 2 qualification(s) including English and Math’s. | **E** | **A** |
|  | Relevant Level 3 qualification or equivalent. | **E** | **A** |
|  | Degree educated or equivalent. | **D** | **A** |
| **Experience** |  |  |  |
|  | Considerable experience of working within a relevant setting. | **E** | **A / I** |
|  | Experience of providing personal assistant services or similar. | **D** | **A / I** |
|  | Extensive experience of diary management. | **D** | **A / I** |
| **Skills and Abilities** |  |  |  |
|  | Ability to manage competing diary priorities using electronic diary management systems. | **D** | **A / I** |
|  | Excellent organisational skills with the ability to organise resources, and plan and progress work activities. | **D** | **A / I** |
|  | Ability to prioritise own workload and that of others and to handle conflicting demands. | **D** | **A / I** |
|  | ICT skills specifically in relation to databases, spreadsheets with highly proficient knowledge of the MS Office suite of applications. | **E** | **T** |
|  | Ability to work methodically, managing a heavy and challenging workload, prioritising work to meet tight deadlines. | **E** | **A / T** |
|  | Strong communication and inter-personal skills, with experience of responding efficiently and effectively to phone and email enquiries. With excellent written communication skills. | **E** | **A/ I** |
|  | Able to work on own initiative and part of a team. | **E** | **A / I** |
|  | Methodical and diligent demonstrating attention to detail. | **E** | **A / I** |
|  | Strong written skills able to produce outward facing documentation to a high standard. | **E** | **I** |
|  | Confident in speaking with stakeholders both internal and external. | **E** | **A / I** |
| **Additional Requirements** |  |  |  |
|  | Operate with the highest standards of personal/professional conduct and integrity. | **E** | **I** |
|  | Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust. | **E** | **I** |
|  | Willing to undertake training and continuous professional development in connection with the post. | **E** | **I** |
|  | Work in accordance with the Trust’s values and behaviours. | **E** | **I** |
|  | Able to undertake any travel in connection with the post. | **E** | **I** |
|  | Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude. | **E** | **I** |
|  | Satisfactory DBS disclosure to work in an environment dealing with young people. | **E** | **I** |
|  | Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults. | **E** | **I** |
|  | A commitment to safeguarding and promoting welfare for all. | **E** | **I** |



**Person Specification** **Summary of the Post**