



POST TITLE: Executive Assistant and Governance Coordinator

GRADE: N6

RESPONSIBLE TO: Executive Officer and Governance Manager

JOB PURPOSE: To assist the Executive Officer and Governance Manager in the provision of the effective operation and efficient discharge of the functions of the CEO's office through the provision of professional and high quality senior secretarial and administrative support.

To secure effective governance by assisting with governance support services and arrangements across the Trust.

To support the Chair of Trustees and the CEO in ensuring the smooth functioning of the Board and related committees and to support the leaders of the Trust in governing it well.

MAIN DUTIES:

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Executive support to the Chief Executive Officer and Chair of Trustees

- Contribute to the work of the Chair and CEO to ensure that their offices are established clearly and operate effectively through the monitoring and development of procedures and systems to ensure continued effective and efficient running
- Provide high-level secretariat and administrative support to the Chair and CEO
- Assist in acting as the first point of contact and gatekeeper for the Trust for those seeking contact with the Chair, CEO, and Company Secretary, to make the best use of executive leaders' time, taking the initiative to seek

advice from colleagues and paying close attention to both immediate priorities and longer-term planning

- Work with the Executive Officer and Governance Manager to contribute to the coordination of meetings of the executive, trust leadership and operational management teams, attending meetings to take notes and produce confidential minutes; ensuring follow up actions, key messages and decisions are communicated across the Trust's executive and leadership groups
- Proactively and effectively manage complex diaries, paying close attention to detail and accuracy, making decisions regarding appropriate use of the CEO and Chair's time and resources, as appropriate and necessary
- Assist in the planning of high-level meetings, visits, and events in line with the CEO's guidelines, ensuring all details are confirmed and correct
- Liaise with external stakeholders and government agencies including HM government representatives from the DfE, the ESFA, the Regional Schools Commissioner, and local authority senior leaders
- Provide a professional and effective interface across the Trust and other organisations to assist the Trust by maintaining good relationships with staff, parents, trustees, academy advisors, contractors' representatives and external agencies in order to promote the objectives of the Trust

Governance management and support

- Support the strategic development of governance across the Trust working closely with the Company Secretary, and the Executive Officer and Governance Manager in developing new systems and effective ways of working and supporting specific governance projects
- Contribute to the organisation and arrangements for board and committee meetings through the preparation of agenda and reports, and minutes of meetings; ensuring follow up actions are completed and appropriate reports and advice are presented to members, trustees and academy advisors
- Assist with the maintenance of statutory registers and completion of regulatory returns for submission to the Trust's regulatory bodies, including Companies House and the DfE
- Support the compilation and publication of statutory information in relation to members, trustees and academy advisors, including pen portraits, the register of business and pecuniary interests, and annual governor attendance records, ensuring information is published on the Trust's and appropriate HM government websites

- Assist with the development and review of governing documents, policies and procedures in compliance with legislation, constitutional or regulatory requirements and current best practice
- Contribute to the organisation and implementation of governor elections, ensuring the highest standards of conduct and compliance with the Academy Trust Handbook

General administrative support

- Responsible for arranging trust Pupil Discipline Appeals panels and liaison with the local authority and other external stakeholders
- Support the Executive Officer and Governance Manager with the arrangements to conduct Admissions Appeals including determination of appeals panels, compilation of appeals information packs, liaison with independent panel members, attendance at panel hearings and preparation of outcome letters to parents
- Assist with drafting and amending Trust documentation and material for publication, including statutory information and Trust strategies, plans, policies and procedures

PERSON SPECIFICATION - Executive Assistant and Governance Coordinator

FACTOR	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
<p>Skills, knowledge and aptitudes</p>	<ul style="list-style-type: none"> • Knowledge and understanding of governance and compliance • Knowledge, understanding and application of data protection principles • Ability to establish strong working relations with a range of internal and external stakeholders, especially at senior leadership and board level • Ability to prioritise, work efficiently and accurately, particularly under pressure, to deadlines and using own initiative • Strong listening, verbal and written communication skills, including proficient skill in governance minute taking • Proficient IT skills including word processing, using spreadsheets and presentation applications (Microsoft Office) 	<ul style="list-style-type: none"> • Knowledge and understanding of the education system including knowledge of relevant legislation and regulatory requirements regarding governance in education 	<ul style="list-style-type: none"> • Interview • Application form • References
<p>Qualifications and training</p>	<ul style="list-style-type: none"> • Minimum educational qualifications to A Level or equivalent, and Maths and English GCSE at grade C or above • Evidence of relevant, recent continuing professional development 	<ul style="list-style-type: none"> • Successful completion (or evidence of registration) of a governance clerking development programme 	<ul style="list-style-type: none"> • Application form • Interview • References • Qualification certificates

FACTOR	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Experience	<ul style="list-style-type: none"> • Experience of supporting organisational governance and compliance • Experience or providing high-level executive support to senior leaders • Experience of establishing strong relationships across a range of stakeholders • Experience of setting up and implementing administrative processes • Experience of supporting the coordination and administration of organisational meetings and events, at board level 	<ul style="list-style-type: none"> • Working within DfE's clerking competency and governance competency frameworks 	<ul style="list-style-type: none"> • Application form • Interview • References
Personal qualities	<ul style="list-style-type: none"> • Flexible, adaptable and willing to meet the needs of the Trust • Confident, conscientious and detail conscious • Proven organisational skills • Well-developed interpersonal skills • Ability to work under pressure with limited supervision • Confidential and discreet in dealing with sensitive matters and collaborative working with executive leaders 	<ul style="list-style-type: none"> • Interest in, and commitment to the Trust as a community. 	<ul style="list-style-type: none"> • Interview

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Special requirements	<ul style="list-style-type: none"> • Satisfactory Enhanced clearance with the Disclosure and Barring Service • Occupational Health clearance • Willing and able to travel to academies across the trust and to flex working hours to attend and support governance meetings and events that fall outside of normal working hours 	<ul style="list-style-type: none"> • Willingness to undertake further training if necessary 	<ul style="list-style-type: none"> • Interview • References • DBS clearance form • Occupational Health form