



Our Lady of Walsingham Catholic Multi Academy Trust

Administrative Assistant to the Trust Chief Executive Officer and Executive Team

Hours:	32 hours per week term time only, Monday to Friday. Release time as required to access ongoing Level 3 apprenticeship training with a nationally accredited provider.
Salary Scale:	Point 5 £19,650 FTE.
Location:	Based in Trust offices in Ipswich and/or Newmarket with occasional meetings in other Trust schools and the flexibility to work from home on occasion.
Term:	18 months fixed term apprenticeship contract.
Reporting to:	The Chief Executive Officer.

Purpose of Role:

- To provide administrative support to the CEO for the smooth running of the [Academy Trust](#).
- To support the work of the Executive Team and Trust Board.
- To act as an ambassador for the Trust and embody its value, vision and ethos in all interactions.

Duties and responsibilities

To satisfy the roles and responsibilities set out in this job description and any additional tasks reasonably requested by the CEO

Leadership support

- To support the work of the CEO, Executive Team and Board on a day to day basis through diary management, dealing with emails and advising Trust school staff about a variety of matters as needed and ensuring the school meets its expected response times.
- To collate correspondence and reports on behalf of the CEO, Executive Team and Board, to include the completion of forms and other returns required by the DfE, inspection and other external reviews in liaison with other staff who share this responsibility.
- Update and maintain Trust calendars.
- Send out agendas and accompanying documents for meetings as required by the CEO, Executive Team and Board.
- Take minutes of formal and informal meetings as required.
- To produce and collate documents for meetings and ensure deadlines are maintained.

- To support day to day activities by collating and circulating materials and schedules
- Maintain an overview of all Trust level policies and liaise with CEO and Executive Team members to ensure review dates are met.
- Provide general administrative support as needed.

General administration

- Update manual and computerised record/information systems.
- Organise and distribute incoming and outgoing post.
- Carry out filing, printing and photocopying.
- Book training courses for the CEO, Executive Team and Board.
- Assist with organising meetings and events, in person and remotely, including the organisation of rooms and equipment, and providing refreshments as required.
- Keep records in accordance with the Trust's record retention schedule and data protection law, ensuring information security and confidentiality at all times.

Communication

- Write and send email responses that are professional and uphold the Trust's vision and values.
- Assist with updating the Trust website, including the publication of Trust Policies.
- Liaise with key personnel, particularly within all Trust schools.
- Liaise with relevant staff regarding internal and external Trust communications via appropriate media eg newsletters, staff bulletins, press releases, social media posts etc.
- Liaise with relevant staff with regards to assisting with marketing and promoting the Trust.

Other areas of responsibility

- To support the furtherance of the Trust's vision.
- Read and follow all relevant Trust policies.
- Undertake all identified training required to develop in the role.
- Ensure all duties and responsibilities are undertaken in line with the school's Health and Safety policy.
- Contribute to the safety and wellbeing of children and young people within the Trust and protect them from harm.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • GCSE English and Maths A –C (4-9 equivalent) • First aid training (or willingness to complete it)
Experience	<ul style="list-style-type: none"> • Carrying out administrative tasks • Dealing with face-to-face and telephone interactions • Working with children or young people • Working and collaborating within a team
Skills and knowledge	<ul style="list-style-type: none"> • Good oral and written communications skills • Ability to respond quickly and effectively to issues that arise • Ability to plan, organise and prioritise to meet deadlines • Ability to use own initiative and take action accordingly • Excellent attention to detail • Ability to use IT packages including word processing, spreadsheets and presentation software • Ability to use relevant office equipment effectively • Ability to build effective working relationships with colleagues • Understanding of data protection and confidentiality • Understanding of safeguarding • Current driving license
Personal qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Embraces change well • Deals with difficult situations effectively