

**Greater Manchester Education Trust**  
**Job Description**  
**Trust Executive Assistant**  
**Grade 8 (Fulltime AYR) Flexible working applicants welcome**

The postholder will report to the Chief Executive Officer (CEO). They will work closely alongside the Chief Finance and Operations Officer (CFOO). Apart from other colleagues in the Trust Executive Team (TET) and central teams, the main contacts of the job are: Trust directors (Trustees), academy principals and their professional assistants.

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**Main Purpose of the Job:**

To provide comprehensive confidential, secretarial and administrative support to the CEO and to support the CFOO in order to enable the Trust's aims and objectives to be met. The role will require accompanying the CEO to meetings and a flexible approach to working.

Operating as the Office Manager in the Trust Executive Team, the Executive Assistant (EA) will provide support and communication assistance to other members of the Trust Executive Team (TET) and ensure a responsive, customer-driven and consistently high-quality service and to facilitate the strategic working of Trust Central colleagues.

**Key Responsibilities:**

**Executive Assistance and Support**

- Provide support to the Chief Executive Officer (CEO) concerning the management of strategic and operational responsibilities relating to the Executive
- Diary management and EA support for the Chief Executive Officer and, where needed, Chief Finance and Operations Officer and communication around aspects of their work
- Deal with correspondence, preparing letters and taking dictation and minutes on behalf of the CEO.
- Produce documents, briefing papers, reports and presentations as requested by the CEO.
- Attend meetings as requested by the CEO and facilitating their preparation for meetings.
- Travel with the CEO as agreed to provide general assistance, to take notes, identify priorities and contribute where relevant.
- Conduct research for the CEO for any projects when requested
- Support the CEO with the planning, administration and management of trust projects and provide detailed reporting to the team on the status of the projects
- Have an active input into the production of confidential reports, documentation and presentations for trust meetings
- Develop and maintain the Trust Business Cycle and ensuring that those leading content and policy development deliver as per cycle in a timely fashion
- Support the implementation and development of the central trust calendar and associated communication to key stakeholders, leaders and governors
- Within the annual cycle of business, coordinate schedules and communication regarding trust Quality Assurance and Improvement activity, liaising with all stakeholders regarding documentation required and coordinating programmes for visits
- Schedule meetings for CEO and TET with various stakeholders
- Organise trust meetings, ensuring agendas and papers are shared in a timely way, managing catering arrangements and room bookings
- Demonstrate strong skills in short term planning, analysis and problem-solving with a high attention to detail and ability to multi-task with demanding timeframes
- Ensure databases are well maintained and timings for policy review, publication and communication are delivered effectively so that the trust complies with its published cycle and government expectations
- Maintain an accurate and up to date virtual filing system, particularly for policies, records of meetings and other core Trust documents

- Develop administrative processes, procedures, templates and protocols, overseeing their application and ensuring they remain fit for purpose as the organisation evolves.
- To work with the Compliance and Data Protection Officer to identify risk and bring this to the attention of the CEO
- Liaise with a wide range of internal stakeholders, including the Chief Executive, CFOO, Central colleagues, Principals and their PAs, organising meetings, visits and gathering information
- Provide administrative support for TET meetings (agenda, minutes, action points, documents and practical arrangements etc.) communication of the above and supporting leaders in effective and timely follow-up on action points as appropriate
- Be responsible for the management and co-ordination of the Annual Trust Conference and corporate events
- Work alongside the CFOO to oversee associated budgets.
- Act as complaints co-ordinator for complaints received by the CEO or Trustees
- Arrange internal and external bookings for the CEO and TET (development events, room bookings, travel arrangements, etc.) as appropriate

### **Communications**

- Deal with confidential, complex and difficult enquiries to the Trust
- Respond to emails and drafting written correspondence as required on behalf of the CEO and CFOO
- Ensure effective communication with trust and academy leaders to ensure timely production of information in line with expectations and requirements
- Interact with external persons on behalf of central team members
- Work with the trust's marketing and communications team to coordinate and produce trust wide promotional materials and communications, including the termly newsletter.
- Deal with postal correspondence (and email as required) on behalf of the CEO and CFOO
- Maintain the confidentiality and security of information and documents as required, in line with the Trust's Data Protection Policy and Document Retention Policy.

### **Working with stakeholders**

- Work collaboratively and holistically with stakeholders in and outside of the organisation to ensure effective communications and relationships are maintained
- Provide effective communication with members of the Board of Trustees to enable them to discharge their duties effectively, for example relating to the Trust Calendar, Cycle of Business and Trustee/governor development including statutory training requirements
- The maintenance of high-level discretion and confidentiality concerning matters dealt with and the compliance with relevant deadlines.
- Communicate at a senior level on behalf of the CEO with both external and internal stakeholders and organisations such as the DFE, Regions Group and ESFA.

### **General Duties**

- To work as part of a team to support colleagues and contribute to the vision and ethos of the Trust.
- To undertake personal development to improve own practice.
- Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications.
- To undertake reasonable requests from the TET
- To model trust values and always adhere to the expectations of Codes of Conduct

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Greater Manchester Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All appointments will be subject to the satisfactory completion of an Enhanced DBS and other pre-employment checks.

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**Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.**

**Greater Manchester Education Trust**  
**Person Specification**  
**Trust Executive Assistant**

	<b>Measured by</b> A - Application I - Interview R - Reference	<b>Essential or Desirable</b>
<b>Qualifications and Experience</b>		
Educated to Degree level or equivalent (The post holder should be able to demonstrate literacy and numeracy competence through proven experience or academic qualification)	A	D (E)
High standards of literacy and strong communication skills	A,I,R	E
Previous experience in executive/administrative support	A,I,R	E
Experience of successfully coordinating organisational projects	A,I	E
Experience of working and communicating with a diverse range of stakeholders	A,I	E
Experience of co-ordinating corporate events	A,I	D
Experience of management of a small budget and financial information	A	D
Experience of implementing, developing and maintaining effective administrative systems	A,I,R	E
Experience in using IT systems e.g. MIS, Microsoft 365, SharePoint to coordinate shared working	A,I,R	E
Knowledge and awareness of operating frameworks in education	A,I	D
<b>Knowledge, Skills and Abilities</b>		
Excellent teamworking and interpersonal skills	A,I,R	E
Ability to communicate effectively with a range of stakeholders	A,I,R	E
Ability to organise own workload and that of others to meet conflicting deadlines within fixed timescales	A,I	E
Ability to prioritise tasks effectively	I,R	E
Understanding of the roles and accountabilities of others within the organisation	I,R	E
Ability to manage challenging situations calmly and consistently	A,I	E
Excellent organisational skills	I,R	E
Ability to deal with confidential and sensitive issues responsibly and with discretion	I,R	E
Ability to work independently and autonomously with minimal supervision	A,I,R	E
Communicates organisational goals consistently to all stakeholders	I,R	E
Commitment to promoting the safeguarding and wellbeing of children and adults in the organisation	I,R	E
<b>Personal Characteristics and qualities</b>		
Represents the core values of the Trust in every aspect of their work	A,I,R	E
Awareness of effective organisational cultures	A,I	E
Demonstrates a calm and professional approach	I	E
Excellent communication and interpersonal skills	A,I,R	E
Reflective both professionally and personally, with a commitment to continuously improve	A,I,R	E
Understands and implements the principles of confidentiality and trust	I,R	E